CONTRACTING PARTIES
Session at Ministerial Level
September 1986

INFORMATION CIRCULAR*

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*Attention is drawn to the information booklet to be distributed upon arrival by the Uruguayan authorities. This provides complementary information regarding practical arrangements for the Session, and should be read in conjunction with the present circular.

86-1330
1. MEETINGS

The Special Session of the CONTRACTING PARTIES at Ministerial level will be held in the San Rafael Hotel, Punta del Este, Uruguay.

The opening meeting will be on Monday, 15 September 1986 at 3 p.m.

2. HOURS OF MEETINGS

Subject to such adjustments as might be necessary, the hours of plenary meetings will be:

Monday, 15 September: 3 p.m. - 6.30 p.m.

Tuesday, 16 September and following: 10 a.m. - 1 p.m.
3.30 p.m. - 6.30 p.m.

3. ADMINISTRATIVE ARRANGEMENTS

(a) Customs and Immigration Facilities upon arrival in Uruguay

Participants are requested, upon arrival at the Montevideo airport, to wear visibly the label stickers which have been issued to them (upon request) by the Uruguayan authorities or the GATT Secretariat. The stickers are light green for the Ministers or Heads of Delegation, dark green for the members of the delegation and red for the Press. The Ministers and Heads of Delegation will be received by the Uruguayan authorities in the V.I.P. Lounge. The members of the delegation will be directed to a specially reserved customs and immigration counter. Buses are available at the airport for direct transport to Punta del Este. The bus fare is US$ 6. Taxis and rental cars will also be available at the airport.

(b) Registration and Security Arrangements at Punta del Este

Strict security arrangements are being maintained by the Uruguayan authorities.

In order to facilitate security checks, admission badges bearing polaroid photographs, will be issued with distinctive colours for delegations, press and conference staff. Access to the conference area will not be possible without a badge. All participants are requested to continue wearing these badges visibly when in the conference area.
All delegates are requested to register as soon as possible after arrival.

In order for the polaroid photographs to be taken, each delegate is requested to register in person. The necessary registration forms can be obtained in advance from the Registration Desk.

Registration will take place at the Centro del Espectáculo, Parada 3, (telephone: 8.11.78/8.11.79) as from 9 September. The Registration Desk will be attended as follows:

9-11 September: 9 a.m. - 12.30 p.m.
From 12 September: 9 a.m. - 8 p.m.

4. SEATING ARRANGEMENTS

Seating arrangements will be in alphabetical order, except that contracting parties who are members of a regional group will be seated together, according to their wishes. In order to seat contracting parties as close as possible to the podium, large delegations cannot all be seated together: a reasonable number of seats will be reserved for each delegation, and additional seats will be available towards the back of the room.

5. MINISTERIAL STATEMENTS

Ministers addressing the CONTRACTING PARTIES will be asked to speak from a rostrum established at the podium.

In order to facilitate the sequence of the speakers, a seat close to the rostrum will be reserved for the next speaker. Speakers will be invited to move to this reserved seat while the preceding statement is being delivered.

Statements at Sessions of the CONTRACTING PARTIES are expected to be limited to not more than eight minutes, which normally represents about two and half pages typed in single spacing. This limit does not preclude delegations from circulating a more comprehensive statement at a later stage, if they so wish.

Unless instructions to the contrary are received from the delegations concerned, texts of Ministerial statements will be made available to the Press immediately after delivery, and when issued as documents, will not be restricted.
The task of the Secretariat, in particular of the interpreters, the translators, the Summary Records Officer and the Press Office, will be greatly facilitated if five copies of the texts are supplied to the Conference Office as far in advance as possible.

Every effort will be made to circulate Ministerial statements as documents in the three official languages on the day following delivery, both at Punta del Este and at Geneva. To that end, typed copies of the statements should be submitted to the Conference Office in one of the official languages, if possible before 10 a.m. for speeches to be delivered in the morning and 3.30 p.m. for speeches to be delivered in the afternoon, but in any case not later than immediately after delivery.

If statements are submitted in writing twenty-four hours in advance, every effort will be made to circulate them as documents in the three official languages on the day of their delivery.

In the circulated documents, it will not be possible to take account of departures made by speakers from the written texts.

6. **INTERPRETATION**

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

7. **DOCUMENTS AND MESSAGES**

Pigeon-holes will be available for delegations to collect documents and messages. These pigeon-holes are located in the Documents Distribution Centre.

Delegations are invited to indicate to the Documents Distribution Centre the number of copies they need of documents issued during the Session.

Documents relating to the Session will be distributed simultaneously at Punta del Este and at Geneva.

Attention is drawn to the fact that unless otherwise indicated (e.g., Ministerial statements - see Section 5), the documentation for the Session is restricted and is available only to members of delegations.
8. PRESS FACILITIES

Full press facilities will be available in the Telecommunications Centre (telephone: 8.33.61) at the Hotel San Marcos from Friday, 12 September. (The Hotel San Marcos is adjacent to the Hotel San Rafael). At least partial facilities will be available some days before that. Journalists wishing to cover the meeting should present themselves for accreditation at the Centro del Espectaculo on their arrival in Punta del Este. All journalists will be issued with red identification badges.

The Press Centre will be equipped with an adequate number of telephones - including international direct dialling - as well as telex facilities, two press briefing rooms, TV and radio interview rooms and a working area with tables, chairs and typewriters. There will also be a press lounge, bar and restaurant in the Hotel San Marcos. A press information desk will be situated in the lobby of the hotel.

Journalists seeking more detailed information on press arrangements should be advised, in the first instance, to contact the GATT Information Service in Geneva (telephone: (022) 31.02.31).

As indicated in Section 5 above, copies of Ministerial statements delivered to the plenary meeting should be given to the Conference Office. They will then be duplicated for immediate circulation to the press. Other statements or documents for the press should be handed to the press information desk in the Hotel San Marcos.

Requests for reservation of the briefing rooms for Ministers or delegations wishing to speak to the press should be made to the press information desk or direct to representatives of the GATT Information Service who will have an office in the press centre. GATT information officers and those of the Uruguayan authorities will be available throughout the meeting to help delegations in dealing with the press.

9. CONFERENCE OFFICE

The Conference Office will be located immediately to the left upon entering the plenary meeting room.

10. TELEPHONE COMMUNICATIONS

The telephone number through which telephone calls to delegates in the meeting room should be made is: 8.33.71.
During plenary meetings, delegates who are requested on the telephone, or for whom there is a message, will be called out of the meeting room to one of the telephone booths in the lobby near the GATT Reception Desk.

11. GATT RECEPTION DESK

The GATT Reception Desk will be located in the lobby adjoining the plenary meeting room. Messages for delegations can be accepted at this desk, which will be staffed permanently during meeting hours: Telephone ext. 2559.

12. MEDICAL SERVICE

Delegations are informed that a medical service is situated in the lobby near the Documents Distribution Centre. The service will be attended permanently during meeting hours (telephone: 8.33.35).

In addition, a permanent unit equipped with a cardiomobile will be present for medical emergencies during meeting hours and other official activities (telephone: 8.21.31./32 – 24 hours per day).

13. HOSPITALITY

Delegations planning to host events are kindly requested to inform Mr. A. Campeas, Protocol Officer for the Session, as early as possible in order to facilitate coordination.

14. SPOUSES PROGRAM

Details will be provided in the Uruguayan information booklet by the Tourist Office in the Hotel San Rafael.
ANNEX

I. ORGANIZATION OF THE SESSION

Mr. J. Croome
Head, Department of Coordination and Administration

Mr. H. van Tuinen
Consultant

Mr. A. Campeas
Counsellor, Protocol Officer for the Session

II. SECRETARIAT OF THE SESSION

Mr. S. Robinson
Secretary of the Session

Mr. D. Hartridge
Director, Office for the Multilateral Trade Negotiations

Mr. H. Anson
Counsellor, Summary Records Officer

Mr. P. Low
Counsellor

Miss S. Niklaus
Senior Conference Officer

III. SECRETARIAT

Mr. A. Dunkel
Director-General

Mr. M. Mathur
Deputy Director-General

Mr. W. Kelly
Deputy Director-General

Mr. A. Hussain
Legal Advisor to the Director-General

Mr. O. Lindén
Personal Assistant to the Director-General

Mr. T. Konaté
Director, Technical Co-operation Division

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

Mr. K. Kautzor-Schröder
Director, Tariff Division

Mr. P. Williams
Director, Non-Tariff Measures Division

Mr. P. Barthel-Rosa
Director, Development Division

Mr. J. Hanus
Director, Translation/Documentation Division

Mr. M. Salib
Director, Special Projects Division

Mr. J. Nusbaumer
Director, Technical/Other Barriers Division

Mr. D. Woods
Head, Information Service