

MEMORANDUM

17 May 1955

REMOVAL TO THE VILLA LES ORMEAUX IN PREGNY

1. General

On 13 May 1955 the Executive Secretary was informed that due to other commitments the offices now occupied by GATT delegations in the Palais des Nations would have to be vacated by Monday evening, 23 May. Due to the numerous conferences taking place in Geneva at this time and in the forthcoming months the secretariat has been unable to find suitable office accommodations in the center of Geneva or in the vicinity of the Palais des Nations; however, in the village of Pregny, located just beyond the present site of the secretariat, the local authorities have placed the Villa les Ormeaux at the disposition of the organization until the middle of July. Offices are being prepared there and the requirements of the various delegations are being taken into account so as to meet the greatest needs and at the same time to remain within limited budgetary provisions. The secretariat has undertaken to rent and furnish this villa so as to permit the uninterrupted continuation of the present negotiations but in order to do this it will be necessary for the delegations to participate in the expenses which unavoidably will result in office rental being higher than that now paid in the Palais des Nations. The secretariat is aware of the eventual inconvenience of the location of the Villa les Ormeaux and of its limited accommodations; however, it is believed feasible to satisfy the greatest needs of the delegations and at the same time to keep expenses to a minimum and to remain in Geneva.

2. Date of removal

Delegations must vacate their offices in the Palais des Nations no later than 6 p.m. Monday, 23 May. The new offices in the Villa les Ormeaux will be ready for occupation only on Tuesday morning, 24 May. On Tuesday there will be a **limited telephone** service in the villa to enable delegations to call outside the villa; within several days the final inter-office telephone installation will be completed and at that time a list of office and telephone numbers will be circulated.

The secretariat is taking charge of moving the effects from the Palais to the villa and those delegations desiring assistance in their removal will be given packing cases on Friday afternoon which should be prepared for removal not later than 2 p.m. Monday, 23 May. These cases should be clearly and securely labelled with the name of the delegation to avoid confusion in their placement in the respective offices in the villa. Only those effects belonging to the delegations should be removed from the Palais des Nations and office furnishings such as ashtrays, inkwells, desk blotters, etc. remain

the property of the United Nations. Delegations are advised to take charge themselves of the removal of secret documents and papers rather than to pack them in cases which cannot be locked.

Such objects that delegations have requested directly from the United Nations may be removed to the villa but delegations are responsible for their return to that administration.

Any enquiries concerning the removal from the Palais to the villa should be made to the Administrative Officer, ext. 3475.

3. Public transport

On Monday a schedule of the bus service from Gare Cornavin to Pregny will be circulated to delegations. The local transport authorities have informed the secretariat that they will be prepared to provide a limited service to Pregny to assist delegations not having private transport. In addition, there is a local train service running from Gare Cornavin to Pregny at frequent intervals. Delegations are informed that the bus service stops in Pregny considerably closer to the villa than the trains which stop at a distance below the village.

4. Location of the Villa les Ormeaux

The villa may be reached by taking the route de Pregny from the Place des Nations (in front of the main entrance to the Palais des Nations), passing the Villa le Bocage (present site of the secretariat), continuing through the village of Pregny and bearing to the right until the villa.

5. Office rental

Prices of offices will vary according to their size ranging from 10 to 20 Swiss francs per day per office.