

GENERAL AGREEMENT ON TARIFFS AND TRADE

CONTRACTING PARTIES

RESTRICTED

15 September 1955

Intersessional Working Party  
on Tariff Reduction

INFORMATION FOR DELEGATIONS

Meetings

The meetings of the Intersessional Working Party on Tariff Reduction will be held in Conference Room XI of the Palais des Nations. Conference Room XI is located on the third floor of the Assembly block and can be reached by entering Doors No. 6 (inner courtyard) or No. 20 (Library entrance).

The opening meeting of the Working Party will commence at 2.30 p.m. on 15 September 1955. All meetings are private and only delegates and observers officially accredited will be admitted to the conference room.

The numbers of the telephones outside the conference room are Extensions 3010 and 2983.

Admission cards

Admission cards will be issued to members of delegations to enable them to have access to the Palais des Nations and to the conference room.

At the opening of the meeting, white information cards will be distributed for delegates to complete and return to the secretariat before the close of the meeting. It is important that delegates complete these cards in full, giving clearly their hotel and office addresses and telephone numbers in order that they may be contacted rapidly when necessary.

Documents

The distribution of documents will usually be made in the conference room before the opening of the meetings. Delegations are reminded that working papers are distributed only to the contracting parties and observers present at the meetings; no further distribution will be made of the documents to governments. No regular distribution of documents will be made to hotels or offices of members and observers of the Working Party.

Delegation and secretariat offices

There are a few offices available in the Palais des Nations for delegations attending the meetings of the Working Party. Those delegations desiring office space are invited to contact the Administrative Officer of the GATT secretariat (Ext. 3475).

Members of the secretariat have their offices at the Villa "Le Bocage", which is located in the route de Pregny just beyond Entrance No. 14 of the Palais des Nations. The following telephone numbers (on the telephone exchange of the Palais des Nations) are given for information:

Mr. E. Wyndham White	Executive Secretary	Ext. 3473
Mr. J. Royer	Deputy Executive Secretary	Ext. 3471 (absent)
Mr. J.W. Evans	Director of Commercial Policy	Ext. 3469
Mr. F.A. Haight	Head, Operations Unit	Ext. 3483
Mr. G. Maggio	Secretary of Working Party	Ext. 3484
Mr. R. Ford	Information Officer	Ext. 3490
Mme I. Tissot	Administrative Officer	Ext. 3475
Mr. W.E. Roth	Conference Officer	Ext. 3486

Traffic and parking of vehicles

General:- Motorists are asked:

- to exercise care and drive very slowly within the United Nations grounds and their immediate vicinity. When entering the Palais grounds, vehicles should go "dead slow";
- to observe the traffic and parking regulations, which are the same as those in force throughout Switzerland;
- to follow the instructions on the traffic signs and those given by the attendants in charge of traffic and parking;
- in the event of an accident, to follow the attendants' instructions or in their absence, the instructions of the official in charge at the Conciergerie as to first-aid arrangements and formalities to be observed.

A car park is located at the entrance of Door No. 20 (Library wing of the Palais des Nations) which can be reached through the main entrance of the Palais grounds. Delegations desiring to enter Doors No. 2 and 6 are requested to use car park No. 2 to the left of the main entrance to the Palais.