

GENERAL AGREEMENT ON TARIFFS AND TRADE

RESTRICTED

L/801
24 March 1958

Limited Distribution

ARRANGEMENTS FOR THE THIRTEENTH SESSION OF THE CONTRACTING PARTIES

Note by the Executive Secretary

1. It will be recalled that during the Twelfth Session some informal discussion took place at the Heads of Delegation level on the invitation extended by the Japanese Government to hold the Thirteenth Session of the CONTRACTING PARTIES in Tokyo.¹ To facilitate consideration of this proposal the Chairman of the CONTRACTING PARTIES instructed the Executive Secretary to examine the administrative and financial implications of such a meeting and proposed that the question then be taken up by the Intersessional Committee at its meeting in April.

2. Accordingly the Executive Secretary indicated to the Japanese Authorities the facilities and assistance which the secretariat would require in order to give to the CONTRACTING PARTIES the same efficient services as if the Session were held in Geneva. These indications were embodied in a preliminary draft of a Memorandum of Understanding and in additional requests for specific information, which were transmitted to the Japanese Government. The Deputy Executive Secretary then went to Tokyo to discuss with the Japanese Authorities the detailed arrangements and to inspect the facilities which the Japanese Government would be prepared to place at the disposal of the CONTRACTING PARTIES, should they decide to meet in Tokyo. As a result of these discussions, the text of the draft Memorandum of Understanding was finalized and the Japanese Government has indicated its acceptance of the terms of that memorandum which is also acceptable to the Executive Secretary. The text of the Memorandum is appended to this Note.

Conference site

3. The Japanese Government would place at the disposal of the secretariat part of the Fifth and Sixth floors of the Saukei Kaikan, a modern building in the central part of Tokyo. The conference area, which could be reasonably separated from the rest of the building, would include a large, fully-equipped, conference hall which would easily accommodate the plenary meetings of the CONTRACTING PARTIES, together with a sufficient number of rooms to be used as offices by the secretariat. A post-office, a bank-office and a bar would be installed in the delegates' lounge and a press-room would be available in the same building. Two

¹The CONTRACTING PARTIES have decided that the Thirteenth Session is to open on 16 October 1958.

spacious offices to be used by the Chairman and the Executive Secretary could also serve, if necessary, for meetings of smaller groups. The Conference accommodation would be superior to that available at the Palais des Nations and the office space would be larger than the requirements of the secretariat, although the need of partitioning the big rooms may involve some loss of space and some inconvenience.

Offices for Delegations

4. As there is no additional space available at the Saukei Kaikan, the Japanese Government would rent a number of rooms at the Imperial Hotel to be converted into offices; it would ask from the delegations a daily payment of US\$ 2.00 and would pay the difference. However, the Japanese Government should receive firm bookings from contracting parties before the end of May in order to make the necessary arrangements. The distance between the Saukei Kaikan and the Imperial Hotel is more than a mile and a shuttle service would be provided before and after meetings.

Hotel Reservations

5. The Japanese Authorities have forwarded to the secretariat a list of prices in the Western-style hotels of Tokyo, as well as an indication of the price of a standard single room with bath. The Japanese Authorities would be prepared to assist delegations in making their reservations, provided requests were received before the end of May.

Personnel Arrangements

6. The Japanese Government has agreed that, apart from copy-typists, desks and messengers, all the Conference Staff would be recruited in Europe by the Executive Secretary so as to guarantee the same efficiency as in Geneva. The experience of other organizations, such as the ECAFE, which have held meetings in Japan, shows that the local staff recruited for reproduction and distribution of documents is of a high quality, and provision would be made for a sufficient number of clerk-interpreters to overcome the difficulties which might arise in the co-ordination of work.

Documentation

7. It was recognized that, in order to assure the efficiency of the secretariat, it was indispensable that full documentation be brought to Tokyo and the Japanese Government has therefore agreed to pay for the transport of about 2½ tons of documents, half of which by air.

Financial Arrangements

8. The Executive Secretary has assumed that the CONTRACTING PARTIES would follow the practice of the United Nations and specialized agencies, as defined in paragraph 2 (e) of General Assembly Resolution A/RES/1202 (XII) of 13 December 1957, and would ask the Japanese Government to defray, after consultation with the Executive Secretary as to their nature and possible extent, the additional costs involved. The provisions of the Memorandum of Understanding are based on that assumption. Should the Intersessional Committee decide to recommend another method of financing the additional expenditure, the Memorandum would have to be amended accordingly.

ANNEX

Memorandum of Understanding between the Secretariat of the ICITO/GATT (hereinafter referred to as the Secretariat) on behalf of the CONTRACTING PARTIES to the General Agreement on Tariffs and Trade, on the one hand, and the Japanese Ministry of Foreign Affairs on behalf of the Japanese Government, on the other hand,

Accommodation

1. The Japanese Government will place at the disposal of the Secretariat:

- (a) one conference room to accommodate 275 delegates, with a table to seat 46 delegates; this conference room will be equipped for simultaneous interpretation with a minimum of three lines and a recording system on tape or discs;
- (b) one committee room accommodating 100 persons with a table to seat 28 delegates;
- (c) one smaller committee room for drafting committee

These rooms will be made available during the period of the Session, together with the necessary equipment, and the Japanese Government will assume full responsibility for the necessary furnishing and ancillary services.

2. The Japanese Government will place at the disposal of the Secretariat, 40 office units of 25m². These offices will be situated in the same building as the conference rooms and they will be provided with normal furnishings of desks, chairs, filing cabinets, typing tables, other tables, and telephones. The office space would include a minimum of 30 individual offices and three large rooms for the typing pools, reproduction and distribution services.

3. The Japanese Government will place at the disposal of the delegations, for the duration of the Session, offices in a building conveniently situated in relation to the conference site, provided that the total number of the offices does not exceed 70 office units of 25m². These offices will be provided with normal furnishings of desks, chairs, filing cabinets, typing tables, other tables and telephones. The Japanese Government will charge for the occupation of these offices a daily rate of ¥ 720 or US\$ 2.00, including the cost of lighting, heating, cleaning and local telephone calls. The rental for these offices will be paid directly by the delegations to the Japanese Authorities without any responsibility involved for the Secretariat.

4. The Japanese Government will provide for the necessary telephone facilities in the offices of the delegations and the Secretariat offices including direct lines between the conference building and the building where the delegation offices are to be located. The Japanese Government will provide a reasonable number of English-speaking telephone operators in the buildings used for the conference.
5. The Japanese Government will make arrangements for the provision of a conference restaurant for 300 to 450 people where meals will be available to conference personnel at reasonable prices during luncheon hours.
6. The Japanese Government will place at the disposal of the press correspondents a press room for 20 to 50 press correspondents with the necessary telephone booths and typewriters. This room would be in the vicinity of the conference site, but the entrance to that room would be separate from the entrance to the conference room and the office area.

Personnel

7. The Japanese Government will place at the disposal of the Secretariat the necessary local personnel required by it in accordance with Annex I. The Japanese Government will engage that personnel and be responsible for the payment to that personnel of salaries, allowances and other benefits. The recruitment will be made in accordance with the requirements of the Secretariat, especially as regards linguistic qualifications. If the Secretariat finds that a local employee placed at its disposal does not fulfil the necessary requirements or is not working in a satisfactory manner, the Japanese Government will replace him or her. If the Secretariat finds - and the Japanese Government agrees - that additional local personnel would be required to ensure the efficient running of the Session, the Japanese Government will provide that personnel on the terms specified above.

Equipment

8. The Japanese Government will place at the disposal of the Secretariat the office equipment which will be necessary for the smooth running of the Session; arrangements will be made by the Japanese Government to ensure that the equipment is in working order and that, if necessary, repairs are made promptly.
9. The equipment to be provided is listed in Annex II to this Memorandum and the Secretariat may, if necessary, ask for the additional equipment if such equipment is required to ensure the efficient running of the Session.
10. The Japanese Government will provide the necessary transport facilities for the members of the Secretariat for official purposes. It is estimated that this will involve the provision of two service cars and a coach. The Japanese Government will also arrange for the shuttle service to run between the conference site and the building where the delegation offices are to be located before and after each meeting.

Supplies

11. The Secretariat will purchase in Japan paper, stencils and other office stationery required for the needs of the Session, provided that the cost of such supplies does not exceed the cost of similar supplies brought from Geneva including the cost of transportation.

12. The Japanese Government will facilitate the purchase of these supplies and make the necessary arrangements for securing the best prices and conditions of delivery.

13. If, at the end of the Session, there remain substantial surpluses of supplies which it would not be convenient to bring back to Geneva, the Japanese Government will consider the possibility of purchasing from the Secretariat such supplies at cost.

Communications

14. The Japanese Government will make the necessary arrangements for ensuring adequate communication facilities for the delegations and the Secretariat including, if necessary, granting priorities for forwarding official cables sent by the delegations. A special post office will be installed at the conference site, and teleprinter facilities will be provided for those delegations which would require them. The Japanese Government will consider the possibility of having press-rates applied to the press releases sent by the Information Officer of the Secretariat by cable to Geneva and New York for distribution by the United Nations Information Centre.

Customs Facilities

15. The Japanese Government will make the necessary arrangements for granting the maximum facilities for the passage through customs of the equipment, documents and personal belongings of the delegations and the Secretariat. The Japanese Government will give the necessary instructions to its diplomatic representatives abroad for the issue of visas to members of the Secretariat and delegations.

Privileges and Immunities

16. The Japanese Government and Authorities will accord to the members of the delegations and the Secretariat the privileges and immunities which are normally granted to the United Nations and the specialized agencies. They shall, in particular, exempt the members of the delegations and of the Secretariat of any income tax or other form of direct taxation on their salaries and allowances during their stay in Japan for the purposes of the Session; they shall grant such other tax exemptions which are normally accorded to members of diplomatic missions of the same rank.

Press facilities

17. The Japanese Government will make the necessary arrangements for ensuring appropriate facilities for the press, including the provision of a press room as provided for in paragraph 6 above. The necessary telephone and teleprinter services will be arranged on a repayment basis.

Financial Arrangements

18. The Japanese Government will assume full responsibility for the payment of all expenses which would exceed the cost of holding the conference at Geneva. To that effect, the Japanese Government and the Secretariat have agreed on the following practical arrangements.

(a) As provided in paragraph 7 above, the Japanese Government will pay the salaries, allowances and benefits to the personnel recruited locally.

(b) As provided in paragraphs 1, 2, 4, 6, 8 and 10 above, the Japanese Government will also pay the rent of conference rooms, offices for the Secretariat a press-room, as well as any other expenses incurred in connexion with maintaining those rooms and offices, the necessary office equipment, the provision of transport facilities and other ancillary services.

(c) The Japanese Government will pay directly the cost of transportation of the permanent and temporary members of the Secretariat from Geneva to Tokyo and back; it will also pay for the transport of the necessary documentation for the conference from Geneva to Tokyo and back; it will repay to the Secretariat in the appropriate currencies the per diem due to the members of the Secretariat in accordance with the staff regulations during the travel time, as well as terminal expenses incurred at the point of departure for the journey to Tokyo and at the point of arrival for the return journey. The Japanese Government will provide transportation from the airport to the hotel and vice versa.

(d) The Japanese Government will be responsible for the payment of the per diem to the permanent and temporary members of the Secretariat during their stay in Tokyo for the conference in accordance with the staff regulations. To that effect, at the beginning of each week, the Japanese Government will advance to the Secretariat, on the basis of a detailed statement, the amount necessary to pay the per diem for the following week. This advance will be made in yens at the official exchange rate for the dollar. The Japanese Government will give the necessary facilities for converting yens into United States dollars within a limit of 100 dollars for each member of the Secretariat at his or her departure from Japan. Before the Administrative Officer of the Secretariat leaves Tokyo, all the claims relating to the payment of the per diem during the stay of the members of the Secretariat in Tokyo will be finally settled with the Japanese Government.

(e) As soon as practicable after the end of the Session, the Secretariat will communicate to the Japanese Government an account of all the expenses incurred by the Secretariat in connexion with the Session in Tokyo. This account will be audited and certified by the Inspection Service of the United Nations.

If the amount actually paid or committed by the Secretariat exceeds the appropriation included in the 1958 budget for the Thirteenth Session of the CONTRACTING PARTIES, or an amount proportional to the duration of the conference (if the conference lasts less than six weeks), the Japanese Government shall promptly repay to the Secretariat the difference in United States dollars or Swiss Francs at its option. If the expenses of the Secretariat are less than the appropriation in the budget or an amount proportionate to the duration of the conference (if the conference lasts less than six weeks) the Secretariat shall promptly repay the difference to the Japanese Government, in United States dollars or Swiss Francs, at the option of that Government. If the actual expenditure of the Secretariat exceeds the appropriation as a result of a longer duration of the Session or of a workload heavier than was contemplated when the appropriation was approved, the Japanese Government would only be responsible for that part of the additional expenditure which would be the direct result of holding the conference away from Geneva.

Liaison Arrangements

19. The Japanese Government will appoint an officer, or set up a liaison committee which would be responsible for the carrying out of the present memorandum of understanding, and which will be available to the Secretariat and the delegations for settling any problems which may arise in the course of the Session. This liaison officer or liaison committee will have an office in the building where the Secretariat is located and will have at its disposal a sufficient number of qualified assistants to facilitate the work of the Secretariat and of the delegations.

Annex I

Local Personnel to be engaged in Japan (para.7)

Central Office

2 Clerk-interpreters

Conference Service

1 Assistant Conference Officer
1 English-speaking clerk-typist
2 Conference-room attendants (for the distribution of documents
in the rooms)
2 Technicians to operate microphones, simultaneous interpretation
system and recording machines

Information Unit

1 Assistant Press Officer to ensure liaison with the Japanese press
and to facilitate the task of the press correspondents
1 English-speaking clerk-typist and necessary facilities for
translating and reproducing press releases in Japanese

Administrative Office

1 English-speaking clerk-typist

Documents reproduction

(a) Secretarial Assistance and Documents Unit

4 English copy-typists
4 French copy-typists

working in two shifts. In each shift one of the copy-typists should be English-speaking so as to transmit instructions from the head of the shift to the pool who would be a permanent official of the Secretariat, or of the Documents Control Officer.

1 English and 1 French copy-typist to transcribe recorded speeches
6 Office messengers

(b) Réneo

18 Roneograph operators and documents assemblers working in three shifts

The head of each shift should understand and speak English in order to transmit instructions to the operators

(c) Distribution

6 Distribution clerks

Annex II

Office equipment to be provided in Japan
(paras. 8, 9)

45 Typewriters, International, English and French keyboards

3 Gestetner roneo-machines

Equipment for assembling documents

