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

Negotiating Rooms

In the space allotted to individual Delegations there are several rooms which might serve satisfactorily as negotiating rooms for negotiations in which the Delegation at present occupying the room is a participant. In such cases it will not be necessary for the Secretariat to schedule the use of the rooms, but it will be for the Delegations occupying the rooms to determine for which of their negotiations such space will be used. Delegations should, however, inform the Secretariat of meetings planned for such rooms in order that a central and up-to-date record of meetings may be maintained, in accordance with document E/PC/T/51 approved by the Preparatory Committee in Executive Session.

The above observations do not apply to those rooms which Delegations have been permitted to use as meeting rooms on the understanding that they would be available for allocation when required as negotiating rooms (e.g. Rooms 18, 424, 436, 452 and Stenodactyl 3). In such cases the Delegation now using the room will be expected to check with the Secretariat before arranging meetings in any such room as such rooms will be regarded as available on and after April 23 for scheduling by the Secretariat as negotiating rooms. In scheduling meetings in such rooms the Secretariat will, of course, endeavour to meet the

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desires of the Delegations now using them by arranging for negotiations involving those Delegations to take place therein so far as may be consistent with the maximum use of the limited negotiating accommodation available.

In addition, the Secretariat has reserved for negotiating purposes Rooms 210, 400, 402A, 402B, 402C, 406, 435, and Salle de Comite L-4. On and after April 23 all of these rooms will be subject to scheduling by the Secretariat for negotiating purposes.

Advance notice of any scheduled negotiations may be communicated to Miss Parce and Miss Hudson, telephone extension 2219, who will be responsible for recording the dates and times of such proposed meetings. If two negotiating teams require space outside the office accommodation already specifically allotted to their Delegations, notice of the proposed meeting should be given to Miss Parce or Miss Hudson as far in advance as possible, and the request should be accompanied by an indication of the number of persons who will be participating in the negotiation.

With the present general limitations on available space it is apparent that satisfactory accommodation can be found for the numerous negotiations only if full use is made of office space now allotted to Delegations and if full information concerning the proposed schedule of meetings is communicated to the central Secretariat for use in planning the temporary allocation of such negotiating rooms as are available within the Security Block.