

# GENERAL AGREEMENT ON TARIFFS AND TRADE

RESTRICTED

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## TARIFF NEGOTIATIONS WITH SWITZERLAND

### INFORMATION FOR DELEGATIONS

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INFORMATION FOR DELEGATIONSMeetings

1. Any meetings of the Tariff Negotiations Committee for Switzerland will be held in the Bâtiment Electoral in the conference room located on the first floor.

Delegations will be informed of any meetings of the Committee by notice in writing or by telephone, as the case may be. Any enquiries with regard to meetings can be made to the secretariat.

All meetings of the Committee will be private and only delegates officially accredited to the negotiations will be admitted to the conference room. Attendants have been instructed to control strictly the entry to the conference room and to allow no one to enter without presenting an admission card.

Accreditation

2. A list of the representatives participating in the negotiations with Switzerland will be prepared and circulated without delay. Heads of delegations will be given a form to fill out on which the name, title and address in Geneva of each person participating in the negotiations, including any secretarial personnel should be listed.

For purposes of compiling the list of representatives any changes whatever in the composition of delegations should be reported to the secretariat.

Admission cards

3. After the secretariat has been informed of the composition of delegations, admission cards will be prepared. These cards will be remitted personally to each person participating in the negotiations who will be required to present his card upon entry to the Bâtiment Electoral. Cards will be issued only to persons who have been officially accredited in writing to the secretariat.

Attendants and messengers

4. The Bâtiment Electoral and the offices of delegations will be attended by messengers who have strict instructions to control the entry to the building. Persons participating in the negotiations are invited to present their admission card at the entrance. The messenger can be reached by contacting the telephone operator.

Secretariat offices

5. The secretariat will maintain an office on the ground floor of the Bâtiment Electoral (office No. 1, ext. 20) and another office at the Villa le Bocage (telephone extensions 3493 and 3496).

Delegation offices

6. Offices have been assigned in the Bâtiment Electoral as requested by delegations. The list of offices of all delegations participating in the negotiations, including those not having offices in the Bâtiment, is contained in document TNS/INF/1.

Delegations desiring to make enquiries about their office should contact the representative office at the Villa le Bocage (ext. 3339).

Office hours at the Bâtiment Electoral

7. The Bâtiment will be open Monday through Friday from 8 a.m. to 7 p.m. and Saturday from 8 a.m. to 1 p.m. Anyone finding it necessary to remain in his office beyond these hours should contact the Concierge on tel. 24 15 85.

Rooms for negotiations

8. There will be several small meeting rooms placed at the disposition of delegations for negotiations that cannot be conducted in their offices. Application for the use of these rooms should be made in advance to the secretariat.

Conference documents and distribution

9. All documents pertaining to the tariff negotiations with Switzerland will be sent to participating delegations at their offices. Delegations not maintaining an office in the Bâtiment Electoral will receive documents by post at their address. The conference documents are those bearing the symbols TNS/ and TNS/INF/. Delegations are invited to inform the secretariat of the quantity they desire of the documents concerning the negotiations.

The regular distribution of TNS/ and L/ series documents will continue to be sent to the usual mailing addresses of contracting parties. Any SECRET/ documents not relating to the negotiations will continue to be dispatched in the usual way to the addresses of each contracting party following existing instructions. If a delegation desires a change to this procedure for distributing documents not pertaining to the negotiations with Switzerland, it should inform the Conference Officer, Villa le Bocage (ext. 3486).

Information on the arrangements for distributing SECRET/ documents is outlined in document TNS/4.

Reproduction of documents

10. The GATT secretariat is not in a position to cut stencils for delegations. However, the reproduction of documents can be handled either within the secretariat or by the United Nations Documents Service. In any event, requests for such work must be channelled through the secretariat. The charges for rolling stencils will be established according to United Nations reimbursement rates.

Security measures for documentation

11. The arrangements for maintaining the security of the documentation for the negotiations are outlined in paragraph 4 of document TNS/4.

Translation of schedules

12. The secretariat can arrange for translation of schedules at the request of delegations. In view of the need to plan such translation work, notice of any such request should be given as far in advance as possible.

Chauffeur liaison (Villa le Bocage - Palais des Nations - Bâtiment Electoral)

13. The GATT chauffeur will bring twice daily any mail and documents for delegations in the Bâtiment Electoral, to arrive at 10.30 a.m. and 3.45 p.m. Likewise, any despatches for the Palais des Nations, Villa la Pelouse, Villa le Bocage, etc., should be placed in the GATT secretariat office (No. 1) by 10.30 a.m. and 3.45 p.m. for the chauffeur. Furthermore, to assist delegations from three to four persons can be transported from the Bâtiment Electoral to the Palais des Nations or the Villa le Bocage at those hours. Because of the now already over-taxed communications system, it will not be possible for the chauffeur to wait for despatches after his appointed hours of departure.

Public information

14. All enquiries relating to public information (press, radio, films, photographs, etc.) should be made to the information office of the GATT at the Villa le Bocage (ext. 3490).

GATT publications

15. Any request for printed GATT publications should be made to the information office in the Villa le Bocage (ext. 3490) and not to the United Nations Document Distribution Service. Delegations are reminded that beyond the regular distribution made of each publication they will be required to pay the cost price for any additional copies.

Hospitality

16. It is suggested that delegations wishing to give receptions, dinners, etc., consult with the Conference Officer, Villa le Bocage (ext. 3485), in order to avoid conflicting engagements.

Passports and visas

17. Any questions relating to passport formalities or applications for visas should be addressed to the GATT administrative office, Villa le Bocage (ext. 3339).

Secretarial assistance

18. In the event that delegations require secretarial assistance, they are advised that the administrative office in the Villa le Bocage (ext. 3339) maintains a list of secretaries who can be contacted for temporary employment.

Office supplies

19. Delegations can obtain any office furnishings such as table lamps, ventilators, water jugs and glasses, ash trays, etc. from the attendant at the main entrance of the Bâtiment Electoral. Other supplies such as stationery, stencils, etc., are to be requested through the administrative office (ext. 3339).

Typewriters

20. Delegations requiring typewriters are advised to contact directly the following firms:

Bureau Moderne, S.A., 80 rue du Rhône (tel.25 43 80)	Royal Office, 4 place de la Fusterie (tel.25 26 52)
Otto Bachman, 6 passage des Lions (tel.25 33 12)	Marius Trosselli, 60 rue du Stand (tel.24 43 40)

The hire of a typewriter for a period of one month varies from 30 to 40 francs.

Filing cabinets

21. Delegations are advised that filing cabinets can be hired from: Marius Trosselli, 60 rue du Stand (tel.24 43 40). The cost for the hire of a filing cabinet for a period of one month is approximately 40 to 60 francs. Delegations are reminded that all SECRET documents pertaining to the negotiations must be kept under lock and key.

Post and telegraph facilities

22. Full postal and telegraph facilities are available in the Bâtiment Electoral. The post office is located on the ground floor and will be open as follows:

Monday through Friday	-	10 a.m. to 12 noon 3 p.m. to 5 p.m.
Saturdays	-	10 a.m. to 12 noon

Instructions for the use of telephones

23. (a) How to telephone: Delegations can be reached at the Bâtiment Electoral from the outside by calling 24 22 20. The Bâtiment switchboard operator will connect delegations with the outside as well as with other offices in the Bâtiment. The switchboard will be open as follows:

Monday to Friday	-	9 a.m. to 7 p.m.
Saturdays	-	9 a.m. to 1 p.m.

A list of delegation offices and telephone numbers is contained in document TNS/INF/1.

(b) Long-distance calls: Inter-urban and international calls can be made by dialling the switchboard operator and placing the call with her. Delegations will be responsible for the payment of local, inter-urban and international calls to the GATT secretariat which will present bills for payment of calls.