

**MULTILATERAL TRADE
NEGOTIATIONS
THE URUGUAY ROUND**

RESTRICTED

MTN.TNC/INF/3

22 November 1988

Special Distribution

Trade Negotiations Committee

MONTREAL MINISTERIAL MEETING

Information Circular*

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*Attention is drawn to the booklet "Information for Delegates" distributed by the Canadian authorities. This provides complementary information regarding practical arrangements for the meeting, and should be read in conjunction with the present circular. A "Delegates' Handbook" will be made available later by the Canadian Authorities.

1. MEETINGS

The Montreal Ministerial meeting will be held in the Montreal Convention Centre (Palais des Congrès) Canada, beginning on 5 December 1988. The meeting will continue on 6 and 7 December and could, in case of need, continue on 8 December.

The opening session will begin at 9.30 a.m. on 5 December 1988 and will be followed by the seventh meeting of the TNC. After the TNC meeting a closing session will conclude the Montreal Ministerial meeting.

2. HOURS OF MEETINGS OF THE TRADE NEGOTIATIONS COMMITTEE

Subject to such adjustments as might be necessary, the hours of plenary meetings will be:

10 a.m. - 1 p.m.

3 p.m. - 6 p.m.

3. CONFERENCE OFFICE

The Conference Office is located in Room 407-B on the congress floor the Centre, immediately adjacent to the entrance of the plenary meeting room.

4. GATT RECEPTION DESK

The GATT Reception desk is located in the main foyer of the congress floor, close to the Conference Office and the plenary meeting room. It will be staffed permanently during meeting hours.

5. DOCUMENTS

The Documentation Distribution Centre is located in Room 407-B, adjacent to the Conference Office.

Documents for the meeting will be available in the Centre.

Pigeon-holes will also be available in the Centre for delegations to collect documents issued during the meeting. Delegations are invited to indicate to the Documents Distribution Centre the number of copies they need of such documents.

Documents relating to the meeting will be distributed simultaneously at Montreal and at Geneva.

Attention is drawn to the fact that unless otherwise indicated (e.g. Ministerial statements - see Section 3), the documentation for the meeting is restricted and is available only to members of delegations.

6. MINISTERIAL STATEMENTS

Ministers addressing the Trade Negotiations Committee meeting will be asked to speak from a rostrum on the podium.

In order to facilitate the sequence of the speakers, a seat close to the rostrum will be reserved for the next speaker. Speakers will be invited to move to this reserved seat while the preceding statement is being delivered.

Statements are expected to be limited to five minutes, which normally represents about two pages typed in single spacing. Facilities will be available for circulating longer presentations in writing.

The task of the Secretariat, in particular of the interpreters, the Summary Records Officers and the Press Service, will be greatly facilitated if five copies of the texts of the statements (as well as any longer written presentations) are supplied to the Conference Officers as long in advance as possible.

Unless prior instructions to the contrary are received from the delegations concerned, original texts of prepared statements or written presentations will be made available to the press immediately after delivery, and when issued as documents, will not be restricted.

It is proposed to issue prepared statements as individual documents after delivery. In cases where a shorter statement is made and a longer written presentation is supplied to the Conference Officers, only the latter will be issued as a document, unless instructions to the contrary are received from the delegations concerned.

Every effort will be made to circulate Ministerial statements as documents in the three official GATT languages on the day following delivery, both at Montreal and at Geneva. To that end, typed copies of the statements should be submitted to the Conference Officers in one of the official languages, if possible before 10 a.m. for speeches to be delivered in the morning and 3 p.m. for speeches to be delivered in the afternoon, but in any case not later than immediately after delivery.

If statements are submitted in writing twenty-four hours in advance, every effort will be made to circulate them as documents in the three official languages on the day of their delivery.

In the circulated documents, it will not be possible to take account of departures made by speakers from their written texts.

7. SEATING ARRANGEMENTS

The usual seating arrangements will be made, except that in order to seat participants as close as possible to the podium, large delegations cannot all be seated together: a reasonable number of seats will be reserved for each delegation, and additional seats will be available towards the back of the room.

8. INTERPRETATION

Simultaneous interpretation will be provided in English, French and Spanish.

ANNEX

GATT Secretariat

Directorate

Mr. A. Dunkel	-	Director-General
Mr. M.G. Mathur	-	Deputy Director-General
Mr. C.R. Carlisle	-	Deputy Director-General
Mr. A. Hussain	-	Personal Assistant to the Director-General

Conference Secretariat

Mr. P. Williams	-	Secretary of the TNC
Mr. S. Robinson	-	Director, Session and Council Affairs Division
Mr. D. Liu	-	Counsellor
Mrs. J. Taylor	-	Summary Records Officer
Mr. E. Rogerson	-	Summary Records Officer

Logistics Task Force

Mr. P. Rolian	-	Director, Personnel Office
Mr. A. Campeas	-	Director, Training Division

Conference Office

Miss S. Niklaus	-	Senior Conference Officer
Miss M. Albanell	-	Conference Officer

Press Service

Mr. D. Woods	-	Head of Information
Miss L. Rastello	-	Senior Information Officer

Mr. H.-P. Werner	-	Information Officer
Mrs. E. Falciola	-	Information Assistant

Secretariat

Mr. F. Alcoba Enciso	-	Director, Translation and Documentation Division
Mr. Barthel-Rosa	-	Director, Development Division
Mr. J. Croome	-	Director, Trade and Finance Division
Mr. D. Hartridge	-	Director, Group of Negotiations on Goods and GATT Policy Affairs Division
Mr. K. Kautzor-Schröder	-	Director, Tariff Division
Mr. T. Konaté	-	Director, Technical Cooperation Division
Mr. A. Lindén	-	Legal Advisor to the Director-General
Mr. J.-M. Lucq	-	Director, Agriculture Division
Mr. H. Opelz	-	Senior Counsellor, Group of Negotiations on Services Division
Mr. N. Rege	-	Director, Technical Barriers to Trade Division
Mr. F. Roessler	-	Senior Counsellor, Office of Legal Affairs
Mr. M. Salib	-	Director, Special Projects Division
Mr. G. Sampson	-	Director, Group of Negotiations on Services Division
Mr. H. Anson	-	Counsellor, Non-Tariff Measures and Surveillance Division
Mr. A. Otten	-	Counsellor, Group of Negotiations on Goods and GATT Policy Affairs Division