

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

Arrangements for Production of the Schedules to the General  
Agreement on Tariffs and Trade following Decisions taken at  
the Meeting of Secretaries of Delegations on  
Thursday, 18 September, 1947.

1. Translation.

(a) In view of the large amount of translating work, delegations who are not undertaking translation themselves should transmit consolidated lists for translation to the Secretariat (Room 220) as soon as these lists are ready. It is desirable that at least provisional consolidated lists should be submitted as early as possible. Translations will be returned to Delegations for checking.

(b) The question of whether the title "Annexe" used in the French text of the Canadian list should be replaced by another term has been referred for settlement to the Belgian, Canadian, and French Delegations in consultation with M. Veillet-Lavallee and also, if necessary, with the Legal Drafting Committee.

(c) Delegations which do not propose to make both the English and French texts authentic are requested to indicate, in the manner prescribed by the Tariff Agreement Committee, in which language the text will be authentic.

The Delegations of Belgium, Luxemburg, Netherlands, Canada, Czechoslovakia, and France have stated that they can themselves produce texts in both languages. The Delegations of Australia, Brazil, China, Cuba, India, Norway, South Africa, United Kingdom, and the United States can produce texts only in English. The Delegations of Syria and Lebanon will produce texts only in French.

2. Distribution of Work.

- (a) Each Delegation will cut on stencils its final consolidated Schedules as soon as these have reached definite shape.
- (b) From these stencils a number of copies will be mimeographed sufficient to supply each Delegation, and also the Secretariat, with two or three copies.
- (c) Each Delegation will then be able to check these copies as to whether the concessions accorded to it have been incorporated, and for any other points that may require correction.
- (d) Any pages requiring correction will have to be cut on new stencils to replace the defective pages.
- (e) The complete set of the finally approved stencils will then be submitted to the Secretariat for the production of the document.

3. Form of Schedules.

- (a) The Tariff Agreement Committee is agreed that all Schedules should take the general form of the Canadian Schedules which are in the hands of all Delegations.  
Care should be taken that on the left hand side sufficient space is left to allow for possible binding.
- (b) The Secretariat will issue a paper setting forth the actual measurements suggested for each of the 3 columns which should be adhered to as far as practicable. The columns should be divided by vertical lines as in the Canadian Schedules.
- (c) In accordance with a previous decision the words "Most-Favoured-Nations Tariff" should appear only on the first page of Part I and "Preferential Tariff" only on the first page of Part II of each Schedule.
- (d) Following the decision of the Tariff Agreement Committee

regarding notes attached to the Tariff Schedules the position of such notes cannot be expected to conform to a uniform pattern but will depend upon the type and frequency of the notes and upon the practices of the various countries.

(e) In respect of a tariff item which will appear only in part in the Schedule, each Delegation is free to employ the practice normally used in its country.

(f) Schedules relating to separate dependent customs territories should appear under sub-headings and each such sub-Schedule should be marked A, B, and C etc. Each sub-division should contain both Parts I and II.

4. Typewriters, Stencils, Mimeographing, etc.

(a) As far as possible typewriters with "elite" (i.e. small) type should be used in the production of stencils.

Delegations wishing to borrow or lend such typewriters should contact Miss WATSON Ext. 2106.

(b) Delegations requiring blank stencils should also get in touch with Miss Watson.

(c) The Delegations possessing mimeographing machines (Australia, Canada, India, the Netherlands, New Zealand, the United Kingdom and the United States) who wish to roll off preliminary copies of their Schedules will do so themselves.

The UNITED STATES Delegation, and other Delegations possessing mimeographing machines have expressed their willingness to allow other Delegations the use of their machines for this purpose. Delegations who do not wish to use their stencils for mimeographing preliminary copies, are required to send 3 carbon copies of stencil to the Secretariat (Dr. EISNER, Room 212) where these copies will be available for consultation.

(d) The Delegations are requested to keep the number of copies of the document, which they request in the mimeographed form, to the smallest possible figure.

Any enquiries regarding the further details of procedure should be directed to Dr. C. F. EISNER,  
Room 212, Ext. 2227.