

GENERAL AGREEMENT ON TARIFFS AND TRADE

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Special Distribution

CONTRACTING PARTIES
Fifteenth Session

INFORMATION FOR DELEGATIONS*

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*Further information published for the convenience of delegates by the Japanese Ministry of Foreign Affairs in a booklet entitled Guide for Delegates has been circulated to delegations.

INFORMATION FOR DELEGATIONS

1. Meetings

The opening meeting of the fifteenth session of the CONTRACTING PARTIES will take place in the main conference room in the Sankei Kaikan, in Tokyo, at 3 p.m. on 26 October 1959. All plenary meetings will be held in this conference room, which is on the fifth floor of the library wing of the Sankei Kaikan.

Committee and working party meetings will be held in conference rooms on the same floor of the building.

2. Schedule of meetings

Apart from the opening plenary, regular hours for plenary and committee meetings will be:

10 a.m. to 12:30 p.m.
2:30 to 5 p.m.

The programme of plenary meetings will always be posted on the notice boards at the entrance doors of the conference rooms.

3. Seating arrangements

In accordance with established practice the Chairman of the CONTRACTING PARTIES caused lots to be drawn for the purpose of choosing the country to occupy the first seat at the main conference table from which the alphabetical seating order will begin. Israel was the name drawn, and consequently will sit at the first seat at the extreme right of the Chairman.

4. Credentials

Credentials for the representatives to the fifteenth session should be submitted to the Conference Officer, Sankei Kaikan building, before the opening of the session.

For the purpose of compiling the list of representatives any changes in the composition of delegations should be reported immediately to the Conference Office.

5. Admission cards and badges

For the maintenance of security in the conference area, the secretariat is issuing an admission card to each representative. The Japanese Government has prepared special badges upon the occasion of the fifteenth session and they will be issued to representatives concurrently with their admission cards. The ribbons on the badges have been so prepared as to correspond to the same colour as that of the admission cards. The badges should be worn so as to be visible to the conference personnel.

Since all GATT meetings are private, delegates and observers will be required to show admission cards on entering the conference room. The cards and badges will be issued at the Conference Office, on the fifth floor of the Sankei Kaikan.

Representatives are requested to complete, as soon as possible, the small white information cards which they will find attached to their admission cards and to return them to the Conference Office. These cards are necessary to complete the list of representatives and to facilitate contacting representatives in the course of the session. Any changes occurring in the information furnished on these cards should be given to the Conference Office.

6. Office of the Chairman

The office of the Chairman of the CONTRACTING PARTIES is situated on the fifth floor of the Sankei Kaikan, office 7, tel. 896.

7. Secretariat offices

A list of offices of the secretariat, which are located on the fifth and sixth floors of the Sankei Kaikan, is given in document FIFTEEN/5.

8. Delegation offices

Delegation offices have been made available to those delegations which have requested them in the Imperial Hotel. A list of the office and telephone numbers is given in document FIFTEEN/5.

The allocation of these offices has been handled by the Japanese Liaison Office in conjunction with the GATT secretariat. The office rental was fixed at the rate of 720 yen per day which includes local telephone calls. All other expenses incurred by the office occupants must be settled directly with the hotel. Further questions pertaining to the billing, payment, etc. of offices should be directed to the Japanese Liaison Office in the Imperial Hotel, room 108.

9. Office security arrangements

Delegations are advised to make their own precautionary arrangements for the security of any papers, documents and belongings left in their offices. (see document FIFTEEN/6).

10. Distribution of documents

All documents will be delivered each morning by 9 a.m. to the room clerk's desk in the Imperial Hotel. No other distribution will be made in the city. Delegations not having offices in the Imperial Hotel and desirous of making their own arrangements for the daily collection of their documents at the Sankei Kaikan should inform the Conference Officer.

Each delegation should advise the Conference Officer of the quantity of documents required throughout the session. The quantity indicated should comprise the distribution required for delegation purposes in Tokyo only.

As was advised in document FIFTEEN/3, all L/ and SR.15/ documents, as well as press releases published in Tokyo, will be re-issued from Geneva to regular distribution addresses in the usual quantities. However, working papers (W.15/), orders of the day, and information papers (FIFTEEN/) will not be re-issued.

11. Publications

Any requests for printed GATT publications should be made to the Information Office, Sankei Kaikan, office 14, on the sixth floor. Delegations are reminded they will be required to pay in cash for any purchases.

A list of available publications can be consulted in the Information Office.

12. Submission of documents for reproduction

Documents which representatives wish to have reproduced and circulated should be delivered to the Conference Officer or to the Secretary of the meeting. In view of the limitation of the technical staff available, particularly the translating staff, documents ought to be turned in at least forty-eight hours (not counting Saturdays or Sundays) before the time for which circulation is desired. Three copies of the document must be furnished in order to avoid any delay in its translation and reproduction. The work of the secretariat would be facilitated if all communications to the Executive Secretary were submitted in three copies.

13. Summary records

The summary records of each meeting will, as far as possible, appear in English on the third day, and in French on the fourth day after the meeting, with the exception of the records of the last plenaries of the session which will be issued as soon as possible from Geneva only. A delegation which considers that a correction of the record is necessary should send the revised text to the Conference Officer, Sankei Kaikan, within three working days after the summary record is distributed.

Delegations are requested to note that the records are intended to be only summaries of what has actually been said at the meetings. Therefore, it is hoped that delegations will not submit corrections which are merely elaborations of the summaries. A representative who wishes a statement to appear in full should obtain authorization from the CONTRACTING PARTIES and give the full text to the précis-writer or to the Conference Officer in three copies.

14. Prepared speeches

Whenever a representative speaks from a prepared text, the task of the secretariat would be facilitated if three copies of the text were supplied to the Conference Officer or to the Secretary of the meeting before the statement is made, for the use of the interpreters, the précis-writer and the Information Officer.

15. Public Information

All enquiries relating to public information (press, radio, films, photographs, etc.) should be made to the Information Office (No. 14) on the sixth floor of the Sankei Kaikan, (Tel. 891).

16. Press briefing room

A spacious room is available for press briefings and meetings with correspondents on the eighth floor of the Sankei Kaikan. The number of the press briefing room is 805.

17. Hospitality

It is suggested that delegations wishing to give receptions, dinners, etc. consult with the Conference Officer, Sankei Kaikan, (Tel. 886), in order to avoid conflicting engagements.

18. Parking facilities

Adequate parking space has been provided near the Sankei Kaikan for official cars, delegates' cars, etc. Participants in the fifteenth session who are interested in parking their cars in the GATT parking lot should obtain a special sticker for their car from the Japanese Liaison Office in the Imperial Hotel, no. 108. Otherwise, stickers are available at the Transportation Desk in the conference lobby of the Sankei Kaikan (tel. 888).

Representatives may have their cars sent to them from the parking lot by making such a request to the clerk at the Transportation Desk in the fifth floor lobby (tel. 888)

19. Bus service

A bus service is being provided between the Imperial Hotel and the Sankei Kaikan as follows:

(a). From Imperial Hotel (in the passage between old and new buildings):

10.40 a.m.

2.05 p.m.

(b) From Sankei Kaikan (main entrance):

10 minutes after the close of morning and afternoon meetings (approximately 12.40 and 5.40 p.m.)

Taxis can be obtained from the Sankei Kaikan by making a request to the Transportation Clerk located in the conference lobby on the fifth floor (tel. 888).

20. Hotel accommodation

To accommodate delegates the Japanese Government has reserved a number of rooms at the Imperial and Marunouchi Hotels. Any requests for hotel rooms and such enquiries relating to them should be referred directly to the hotels.

21. Travel arrangements

Delegations are invited to avail themselves of the services of the Japan Travel Bureau which is maintaining a desk in the conference lobby on the fifth floor of the Sankei Kaikan.

Delegations should, however, make their own arrangements for obtaining visae, dispatching of their personal effects, documents etc. In the case of a delegation not having any diplomatic representation in Japan, the Japanese Liaison Office located in the Imperial Hotel (tel. 108) will be prepared to provide assistance in obtaining visae.

22. Restaurant facilities

(a) Snack bar. There is a snack bar being maintained in the conference lobby which will be prepared to provide soft drinks, sandwiches, etc. It will be open from 9 a.m. to 6 p.m. (tel. 612).

(b) Sankei Parlour. This restaurant is located on the second floor of the Sankei Kaikan where low cost meals can be obtained. (tel. 611).

(c) The New Tokyo Grill. A more elaborate restaurant is open on the ninth floor of the Sankei Kaikan; the meals in this restaurant are more expensive (tel. 771).

23. Office supplies and typewriters

Delegations are requested to procure their own office supplies.

Those delegations which are interested in hiring a typewriter should make their request to the administrative services (tel. 885). As an example, Underwood machines can be rented at the rate of ¥500 per day (Sundays excluded).

24. Postal facilities

The Japanese postal services are maintaining an office in the conference lobby on the fifth floor (tel. 837). It will be open during the following hours:

Monday to Friday - 9.15 a.m. to 5.45 p.m.
Saturdays - 9.15 a.m. to 12.45 p.m.

A special issue stamp for the GATT fifteenth session of the value of ¥10 will be put into circulation as from 2 November 1959 and will be available throughout the session.

25. Telephone and telegraph facilities

The Japanese telephone and telegraph services are maintaining an office in the conference lobby on the fifth floor (tel. 858). Overseas telephone and telegraph messages may be handled through this office. Furthermore, there are a number of local pay telephones situated in the conference area.

26. Banking facilities

The Bank of Tokyo has opened an exchange office located in the conference lobby on the fifth floor (tel. 836). It will be open during the following hours:

Monday to Friday - 9.15 a.m. to 4.30 p.m.
Saturdays - 9.15 a.m. to 12.45 p.m.

27. First aid

First aid is available in the medical clinic situated in the basement of the Sankei Kaikan. The services of a physician can be obtained if required (tel. 394). The clinic is open from 10 a.m. to 6 p.m. weekdays, and from 10 a.m. to 12 p.m. Saturdays.