

26 January 1959

GATT Office Circular No. 49

DOCUMENTS HAVING SPECIAL DISTRIBUTION

As from 1 January 1959 it has been decided to alter certain symbols for documents which are to receive special distribution and to arrange clearly for their disposal. Officers preparing such documents should consider carefully the distribution and the quantity of copies required before designating the symbol.

1. Spec documents

The symbol for Spec documents will in future appear as follows:

Spec(59)1 and on

This series of documents will be reproduced in the Bocage and will be reserved for special papers required for working parties and committees. All documents issued in this series will be available to governments upon request. Distribution will usually be made in the conference rooms by the Secretary of the working party or committee concerned or, upon his instructions, by the Pool Supervisor. If the distribution is to be done by the Pool Supervisor, she must be given full details of the names and addresses of recipients, the number of copies and in which language, and the means of despatch, e.g. by post or chauffeur.

2. MGT documents

The symbol for MGT documents will in future appear as follows:

MGT(59)1 and on

This series is reserved for documents of such length as to warrant their reproduction in the Palais des Nations, e.g. draft protocols of rectifications and modifications, drafts of the annual report, etc. All documents issued in this series will be available to governments upon request. A regular distribution of MGT documents will be established whereby the Documents Distribution Service in the Palais des Nations will regularly attend, without further instructions, to the distribution; therefore the same distribution procedure will be followed as for an L document except that the quantities distributed will be far less and they will be sent in most cases to the liaison officers and representatives. In this manner the complications arising from the special distribution of such documents can be avoided in the Bocage. However, if a document in this series

requires a special distribution, other than a regular MGT distribution as defined above, the requesting officer should give specific instructions to the Pool Supervisor concerning the quantity to be reproduced and the ultimate disposal of the document, e.g. that it should be sent to special addresses to be provided by the requesting officer and despatched in such quantities as he desires.

3. INT documents

For documents reserved for secretariat use, it has been decided to establish a new series; the symbol will be as follows:

INT(59)1 and on

This series will be reproduced in the Bocage and will be reserved for papers to be distributed within the secretariat (e.g. telephone lists, forms) or by the requesting officer to selected governments (e.g. draft reports). When submitting a paper for processing in this series, the Pool Supervisor should be given full instructions on the documents request form of the quantity required and the disposal. No stocks will be kept of these documents by the Pool Supervisor.

4. Special instructions

The title "General Agreement on Tariffs and Trade" should appear on all Spec and MGT, and if desired on INT, documents. The classification "Restricted" should appear on all Spec and MGT documents unless specific instructions are given to classify them as "Confidential" or "Secret".