CONFERENCE OF THE TEN NATION COMMITTEE ON DISARMAMENT

BASIC INFORMATION FOR DELEGATIONS ON CONFERENCE ARRANGEMENTS AND DOCUMENTATION

A. Conference Arrangements

1. It has been decided that the official title of the Conference is "Conference of the Ten Nation Committee on Disarmament". Henceforth all documents and records will bear this title, as will the press release of the communiqués.

2. Conference Room

The meetings of the Conference are normally held in Conference Room VII. The delegations also have at their disposal an adjoining room, A.302, with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use Room A.302 for a formal meeting, the Liaison Officer will make the necessary arrangements. Room VI is available as a delegates lounge with arrangements for light refreshments.

3. Conference Secretariat

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office No.</th>
<th>Tel. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. D. Protitch</td>
<td>Personal Representative of the Secretary-General</td>
<td>C.316</td>
<td>2321/2319</td>
</tr>
<tr>
<td>Mr. J. Epstein</td>
<td>Deputy Personal Representative of the Secretary-General</td>
<td>C.312</td>
<td>2322</td>
</tr>
<tr>
<td>Mr. A. Bargman</td>
<td>Liaison Officer</td>
<td>C.310</td>
<td>2337</td>
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<tr>
<td>Mr. C. Michaux</td>
<td>Conference Officer</td>
<td>A.337</td>
<td>2769</td>
</tr>
<tr>
<td>Mr. A. Schutte</td>
<td>Documents Officer</td>
<td>A.331</td>
<td>3079</td>
</tr>
</tbody>
</table>

Mr. Paul Jankowski, Acting Director, UN Information Service will be in charge of press arrangements; his office is Room 304; Tel. Ext. 2300.
B. Documentation

1. Document symbols

All the records and documents of the Conference will bear the basic symbol TNCD/... It is expected that they will fall into the following categories:

(a) Documents of the Conference, such as draft proposals, working papers submitted by the delegations ... TNCD/...

(b) Verbatim records in English, French and Russian ... TNCD/PV...

(c) Documents containing information of an administrative nature ... TNCD/INF...

(d) Non-Governmental communications ... TNCD/NGC/...

All documents and records will bear the notation PRIVATE above the document symbol.

Lists of all documents reproduced by the Secretariat will be made available from time to time so that delegations may satisfy themselves that their documentation is complete.

2. Numbering

All documents will be numbered consecutively within their subject series in the order of their receipt. Revisions, agenda, and corrigenda will bear the original document number, followed by the abbreviation: Rev.1, Add.1 or Corr.1 as the case may be. A second revision, addendum or corrigendum will be so indicated.

3. Verbatim Records

The verbatim records of the Conference will be issued in English, French and Russian. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings, together with the Conference Room interpretation of those statements into other languages. Delegations will have three working days within which to make corrections of the provisional verbatim record and to submit them to the Liaison Officer in Room C.310.

The official verbatim records, which will be ready within ten working days after the meeting, will contain transcriptions in the original language of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.
4. **Preparation of documents**

All documents submitted by delegations for translation and reproduction should be submitted to the Liaison Officer. In order to have copies available for interpretation and translation at meetings into other languages, documents should be submitted in 10 copies to the Liaison Officer. If a delegation should desire to facilitate the simultaneous interpretation of a prepared statement, it is suggested that 5 copies be submitted to the Liaison Officer as soon as possible before the statement is made. Similarly, if it is desired to distribute prepared statements or documents to the other delegations, the Liaison Officer will be at the disposal of delegations to facilitate their distribution.

5. **Distribution of documents**

As a rule, provisional verbatim records will be ready for distribution at 8.00 p.m. on the same day as the meeting. They can be collected from the assigned box in the office of the Documents Officer who is located in Room A.331 (tel. ext. 3079). All documents picked up must be signed for by authorized personnel. The Documents Office will be open from 9.00 a.m. to 9 p.m.

Delegations are requested, in so far as possible, to appoint one authorized person to collect their documents.

6. **Reference Documentation**

A collection of disarmament documents and records will be maintained in Room A.333. These documents are available for consultation by delegations in that room but may not be borrowed.

7. **Non-Governmental communications**

All communications addressed to specific delegations or delegation members will be distributed to delegations through the delegation boxes in the Documents Office. All communications addressed to the Conference, to the Chairman or to the Secretariat will be retained by the Secretariat and be available for consultation by delegations. Communications will not be acknowledged, but a list of all communications retained by the Secretariat will be circulated to delegations periodically.