

UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION

SPECIAL COMMITTEE OF GOVERNMENTAL EXPERTS TO PREPARE
A DRAFT CONVENTION AND A DRAFT RECOMMENDATION TO MEMBER
STATES CONCERNING THE PROTECTION OF MONUMENTS, GROUPS
OF BUILDINGS AND SITES

(Unesco House, Paris, 4-22 April 1972)

GENERAL INFORMATION

CONTENTS

	Paragraphs
I. ORGANIZATION OF THE CONFERENCE	
Seat and duration of the Conference	1 - 2
Opening meeting and working hours of the Conference	3 - 4
Proposed organization of work	5
Agenda and Rules of Procedure	6
II. WORKING LANGUAGES AND DOCUMENTATION	
Working languages	7
Conference and information documents	7
Documents submitted by delegations	9
Official records	10
III. CONFERENCE SERVICES	
Registration of participants	11
Mail, telephone	12
Special facilities	17
IV. GENERAL FACILITIES	
Currency and banking facilities	18 - 19
Travel agency	20 - 21
Medical service	22
Library and archives	23 - 24
Unesco bookshop	25
Newspaper stand and gift shop	26 - 27
Restaurants	28 - 30
Transport in Paris	31 - 34

I. ORGANIZATION OF THE CONFERENCE

Seat and duration of the Conference

1. The Conference is convened by the Director-General of Unesco, pursuant to resolution 3.412 adopted by the General Conference at its sixteenth session, and in accordance with the decision of the Executive Board of Unesco at its 88th session (88 EX/11). It will be held at Unesco Headquarters, Paris, from 4 to 22 April 1972.

2. Mail and other communications concerning the Conference should be forwarded to the following address:

Postal address	SHC-72/CONF.37 Unesco Place de Fontenoy 75 Paris 7 ^e France
Telephone	566 57 57
Telegraphic address	UNESCO SHC/37/PARIS

Opening meeting and working hours of the Conference

3. The inaugural meeting will take place on Tuesday, 4 April 1972 at 10.00 a.m., in Meeting Room X (Patio Building).

4. The Conference will normally meet from 10.00 a.m. to 1.00 p.m. and from 3.00 p.m. to 6.00 p.m. with mid-morning and mid-afternoon breaks.

Proposed organization of work

5. It is expected that the Conference will conduct its business in plenary meetings only. A drafting committee and working groups may also be established if this is deemed necessary.

Agenda and Rules of Procedure

6. The Provisional Agenda (SHC-72/CONF.37/1 Rev.) and the provisional Rules of Procedure (SHC-72/CONF.37/2 Rev.1) of the Conference will be submitted to the Conference for adoption. However, it should be noted that under the terms of the "Regulations for the general classification of the various categories of meetings convened by Unesco", as adopted by the General Conference at its fourteenth session (14 C/Resolution 23), the adoption of the Agenda may not imply a change in the terms of reference of the Conference as defined by the competent organ of Unesco, in this case the General Conference (Article 25 of the Regulations), nor a change in the composition of the Conference as determined by the competent organ of Unesco, in this case the Executive Board (Article 26).

II. WORKING LANGUAGES AND DOCUMENTATION

7. The working languages of the Conference are English, French, Russian and Spanish. Simultaneous interpretation will be provided and working documents will be issued in these four languages.

A. Conference documents

(i) Main documents

Ref.

Agenda

SHC-72/CONF.37/1 Rev.

Provisional Rules of Procedure

SHC-72/CONF.37/2 Rev.

International instruments for the protection
of monuments, groups of buildings and sites

SHC/ID/17

Preliminary report drawn up in accordance
with Article 10.1 of the Rules of Pro-
cedure concerning Recommendations to
Member States and International Conven-
tions covered by the terms of Article IV,
paragraph 4 of the Constitution

International regulations for the protection
of monuments, groups of buildings and sites

SHC/MD/18

SHC/MD/18 Add.1

SHC/MD/18 Add.2

Final report drawn up in accordance with
Article 10.3 of the Rules of Procedure
concerning Recommendations to Member
States and International Conventions
covered by the terms of Article IV,
paragraph 4 of the Constitution

(ii) Information documents

General information

SHC-72/CONF.37/INF.1

Provisional list of participants

SHC-72/CONF.37/INF.2

8. Participants will be provided, on arrival, with a complete set of the documents listed above.

B. Documents submitted by delegations

9. During the Conference, draft amendments and resolutions should be handed to the Secretariat of the Conference, in five typed copies, sufficiently ahead of the time at which they are to be considered, to allow for translation, processing and distribution.

Official records

10. Tape recordings will be made of debates taking place in plenary meetings but these will not be transcribed. The draft report of the Conference will be prepared under the responsibility of the Rapporteur and submitted to the Conference for adoption.

III. CONFERENCE SERVICES

Registration of participants

11. Registration of participants will take place at the Reception Office, Meeting Room X (basement) on Tuesday, 4 April 1972, preferably prior to the

opening meeting. Upon registration participants will be provided with the Conference documents and any further details concerning the meetings.

Outgoing mail and telephone calls

12. The nearest post office is situated at 5 avenue de Saxe, almost opposite the main entrance to the Secretariat Building. This post office is open from Monday to Friday from 9.00 a.m. to 7.00 p.m. and on Saturday from 9.00 a.m. to 1.00 p.m.
13. A letter box will be found in the hall of the Secretariat Building, immediately to the left of the main entrance (place de Fontenoy). Special Unesco postage stamps - 30 and 50 centimes, obtainable at the post office in avenue de Saxe - may be used, but mail bearing these stamps must be posted in the box at Unesco House.
14. The Unesco Headquarters telephone number is: 566 57 57. Internal and Paris telephone directories will be found in the main hall.
15. Internal calls: Unesco extensions may be dialled direct from the internal telephones in the main hall and outside the Meeting Rooms.
16. Paris calls may be made from the public telephone booths situated by the main entrance of the Secretariat Building and the Reception Office near the Meeting Room X. Two 20 centime coins must be inserted in the slot before dialling a Paris number.

Special facilities

17. The Unesco Restaurant is open to participants of the Conference. The self-service canteen and seventh floor bar are, however, reserved for the Secretariat.

IV. GENERAL FACILITIES

Currency and banking facilities

18. The Société Générale operates a branch at Unesco Headquarters where participants may transact all ordinary banking business. The bank is open from Monday to Friday inclusive from 10.00 a.m. to 4.00 p.m.
19. There is no restriction on the import into France of bank notes of any country or travellers' cheques and letters of credit. The amount of funds imported should be declared on arrival at the Customs, in order that any balance remaining may be re-exported.

Travel agency

20. The services of the Unesco Office of Thos. Cook and Son, which is open from 9.00 a.m. to 6.00 p.m. from Monday to Friday inclusive, are available to participants.
21. Participants are asked to make their own travel arrangements. The return journey may be booked through Thos. Cook and Son.

Medical service

22. In case of emergency, participants inside Unesco should call the Medical Service (ext. 32.83, 32.74) or the Guard Service (ext. 20.41/42). If participants are outside Unesco, they should call 707 47 89 - "Service d'urgence de l'Hôpital de la Cité Universitaire" - stating that they are attending a meeting at Unesco; or call Police Secours (17).

Library and archives

23. The Unesco Library on the ground floor of the Secretariat Building (ext. 22.12 and 22.06) is open to participants from Monday to Friday inclusive from 9.00 a.m. to 6.00 p.m. A selection of daily newspapers and numerous periodicals, as well as encyclopaedias, bibliographies and reference works will be found there.
24. The Archives (Room C.021 - ext. 41.51/55) may be consulted from Monday to Friday inclusive from 9.00 a.m. to 1.00 p.m. and from 2.00 p.m. to 6.00 p.m. It contains the archives of the International Institute of Intellectual Cooperation, the Unesco Preparatory Commission and all sessions of the General Conference of Unesco to date, as well as all Unesco documents and publications. Bibliographies and indexes are also available.

Unesco bookshop

25. The Unesco bookshop in the Secretariat Hall (ext. 22.25) is open from Monday to Friday inclusive from 9.00 a.m. to 6.00 p.m. Unesco publications and certain publications of the United Nations and other Specialized Agencies may be obtained here.

Newspaper stand and gift shop

26. Newspapers, periodicals, magazines and books in different languages are on sale at the newspaper stand (ext. 22.26), near the Unesco bookshop.
27. In connexion with the Visitors' Service, Unesco operates a gift shop near the place de Fontenoy entrance of the Secretariat Building. Post cards, albums of the Headquarters buildings and slides of work of art reproduced in the "Unesco World Art Series" are sold there. So are United Nations postage stamps and issues commemorating Unesco anniversaries, The International Campaign to Save the Monuments of Nubia, the World Refugee Year, the Anti-Malaria Drive, the Freedom from Hunger Campaign, International Education Year, as well as commemorative stamps issued by Member States in honour of activities of the United Nations and its Specialized Agencies.

Restaurants

28. A variety of restaurants of all categories and types will be found in Paris, many of them on the left bank of the Seine, where Unesco House is situated. (A list is available at the Reception Office, while other useful information is provided in the various guide-books to Paris.)
29. The price range for meals is between 25 francs and 60 francs, wine and service included.
30. Restaurant facilities will be available for participants at Unesco House.

Transport in Paris

31. Underground stations (in order of distance from Unesco House):

Séguir (Line 10): Porte D'Auteuil - Gare d'Austerlitz

Cambronne (Line 6): Etoile - Nation

Ecole Militaire (Line 8): Maison Alforts - Balard

St. François Xavier (Line 14): Invalides - Porte de Vanves

The last train leaves the terminus at 12.30 a.m.

32. Buses (the time of departure of the last buses are given in brackets):

Line 28: Gare St. Lazare (9.30 p.m.) - Porte d'Orléans (9.00 p.m.)

Line 49: Gare du Nord (9.00 p.m.) - Porte de Versailles (9.00 p.m.)

Line 80: Mairie du XV^e (12.30 a.m.) - Mairie du XVIII^e (12.30 a.m.)

Line 82: Gare du Luxembourg (9.00 p.m.) - Neuilly (Pont de la Jatte)
(9.00 p.m.)

Line 87: Place du Dr. Hayem (8.15 p.m.) - Bastille (9.00 p.m.)

Line 92: Gare Montparnasse (12.30 a.m.) - Porte de Champerret (midnight)

33. There are taxi ranks in place de Fontenoy, avenue de Lowendal and avenue de Suffren. Taxis may also be ordered by telephone at the following numbers: 253 94.00; 205 77.77; 587 67.89; 735 22.22; 707 89.89; 707 67.89; 797 17.19; 797 36.50, or through the Reception Office.

34. Taxi fares (January 1972) are approximately as follows: initial hiring charge 2.50 francs plus 1.00 franc per kilometre. The night rate (applicable between 11.00 p.m. and 6.30 a.m.) is 30 centimes per 290 metres. Normal tip: 15% approximately.