

CONVENTION ON THE PREVENTION OF MARINE POLLUTION BY DUMPING OF WASTES  
AND OTHER MATTER – LONDON, 1972

First meeting of Contracting Parties – London, 17-19 December 1975

ADMINISTRATIVE NOTE (1)  
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ADMINISTRATIVE INFORMATION FOR PARTICIPANTS

1. Place of Meeting

The Meeting will be held in the Assembly Hall of Church House, Great Smith Street, SW1 from 17-19 December 1975. Plans of the ground and first floors of Church House are shown in the Annex. There are no facilities for parking at Church House. Cars bringing delegates to the Meeting are requested to set down their passengers at the main entrance to Church House in Great Smith Street. Participants arriving on foot should pass through the archway at The Sanctuary (Westminster Abbey) and cross Dean's Yard to Church House.

2. Registration

Registration of delegates and observers will take place in the foyer of the Dean's Yard Entrance to Church House between 9.30 am and 10.45 am on Wednesday 17 December. Participants will be issued with lapel badges at the time of registration. Refreshments will be available from 10.00 am until 11.00 am. The telephone number of the reception desk is 222-6778.

3. Security

Participants are requested to wear lapel badges at all times when they are in Church House. Admittance to the Assembly Hall and Delegates lounge (Hoare Memorial Hall) will be limited to delegates and observers wearing these badges.

#### 4. Meeting

The meeting will open at 11.00 am on Wednesday 17 December.  
Mr T P Hughes CB, Deputy Secretary (Environmental Protection),  
Department of the Environment will welcome participants on behalf  
of the United Kingdom Government.

Thereafter, proposed working hours are from 10.00 hours to 13.00  
hours and 15.00 hours until 18.00 hours. Evening sessions may be  
arranged if necessary from 19.30 hours until 22.00 hours.  
Refreshments will be available in the Delegates Lounge (Hoare  
Memorial Hall) from 11.00 am until 12.00 am and from 4.00pm until  
5.00 pm. Participants are particularly requested not to bring  
coffee cups into the Assembly Hall.

#### 5. Languages

The working languages of the Meeting will be English, French, Russian  
and Spanish. Simultaneous interpretation will be provided.  
Documents will be issued in the following colours:-

English - White  
French - Pink  
Spanish - Yellow  
Russian - Green

#### 6. Distribution of Documents

Documents will be distributed to all participants from pigeon holes  
at a counter on the staircase outside the Assembly Hall. Additional  
copies of any document are available from the Documents Officer  
(Room 1, Ground Floor).

7. Secretariat

	Room	Telephone
Secretary General		
Dr D L Simms	158 (First Floor)	222-6772
Deputy Secretary General	158 (First Floor)	222-6772
Assistant to Secretary General		
Mr M Turnbull	5 (First Floor)	222-6773
Conference Officer		
Mr M M Hall	5 (First Floor)	222-6773
Press Officer		
Miss C Irving	2 (Ground Floor)	222-6774
Security Officer	2 (Ground Floor)	222-6774
Mr L Hume		
Documents Officer		
Mr I Milton	1 (Ground Floor)	222-6775
Reception	Entrance Hall	222-6773

The Secretariat will be established in Church House from 14.00 hours on 16 December. Until then, enquiries should be addressed to Mr M R Turnbull, Central Unit on Environmental Pollution, Department of the Environment, 2 Marsham Street, London SW1P 3EB (01-212 4476).

8. Message Centre

A message board will be provided in the Delegates lounge.

9. Press Arrangements

Arrangements for the press will be co-ordinated by Miss C Irving. Members of the press will be issued with yellow lapel badges. A press room equipped with coin operated telephones will be available off the gallery on the second floor of Church House.

10. Reception

A reception for participants and their wives will be given by Her Majesty's Government in the Banqueting House, Whitehall SW1 at 6.00 pm on Wednesday 17 December. The host will be Sir Robert Marshall KCB MBE, Second Permanent Secretary, Department of the Environment. There are no parking facilities at the Banqueting House.

11. Telephone

Two telephones will be available to participants in the Delegates Lounge (222 6779 and 6780). In addition there is one coin operated telephone outside the Hoare Memorial Hall and a further two situated in the reception foyer at the Dean's Yard entrance.

Calls within the United Kingdom may be made free of charge. Those wishing to make overseas calls are asked to inform the Conference Officer (Room 5 (First Floor) 222 6773), who will recover the cost from the delegation concerned.

12. Transport

a. The nearest Underground Railway Stations are St James' Park in Tothill Street, and Westminster (opposite the Clock Tower of the Houses of Parliament), both on the Circle and District lines.

b. Buses. There are numerous bus services to key parts of London passing along Whitehall and Victoria Street.

c. Taxis can be called by telephoning taxi ranks at St George's Square (834 1014) and Tothill Street (286 4848).

13. Restaurants

There is a public restaurant, the Vitello d'Oro, on the ground floor of Church House near the Great Smith Street entrance. It will be open until 10.00 pm on the days of the conference.

Other restaurants in the vicinity include:

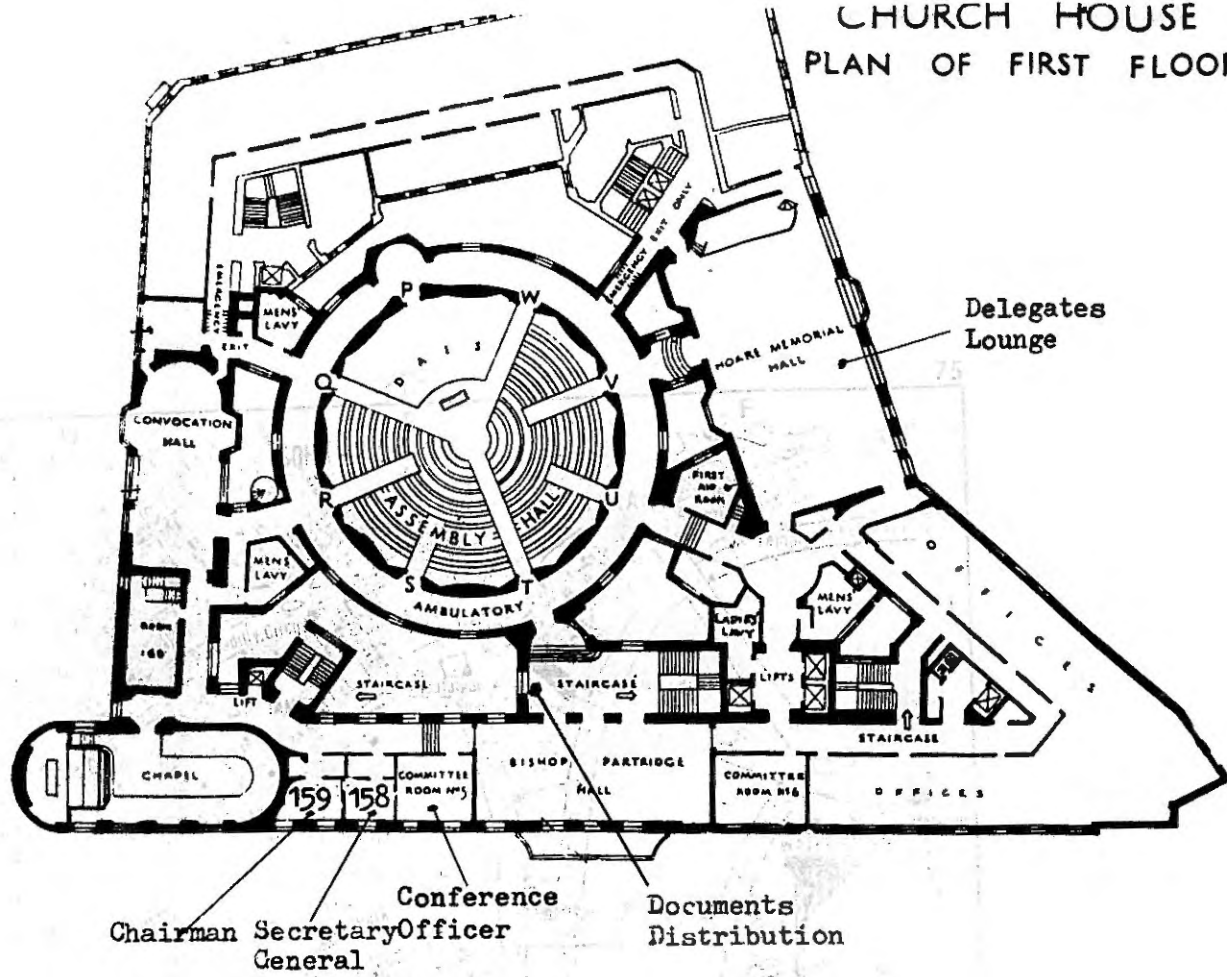
The London Steak House	
10A Broadway	799 4420

Caxton Grill	
St Ermin's Hotel	
Caxton Street	222 7888

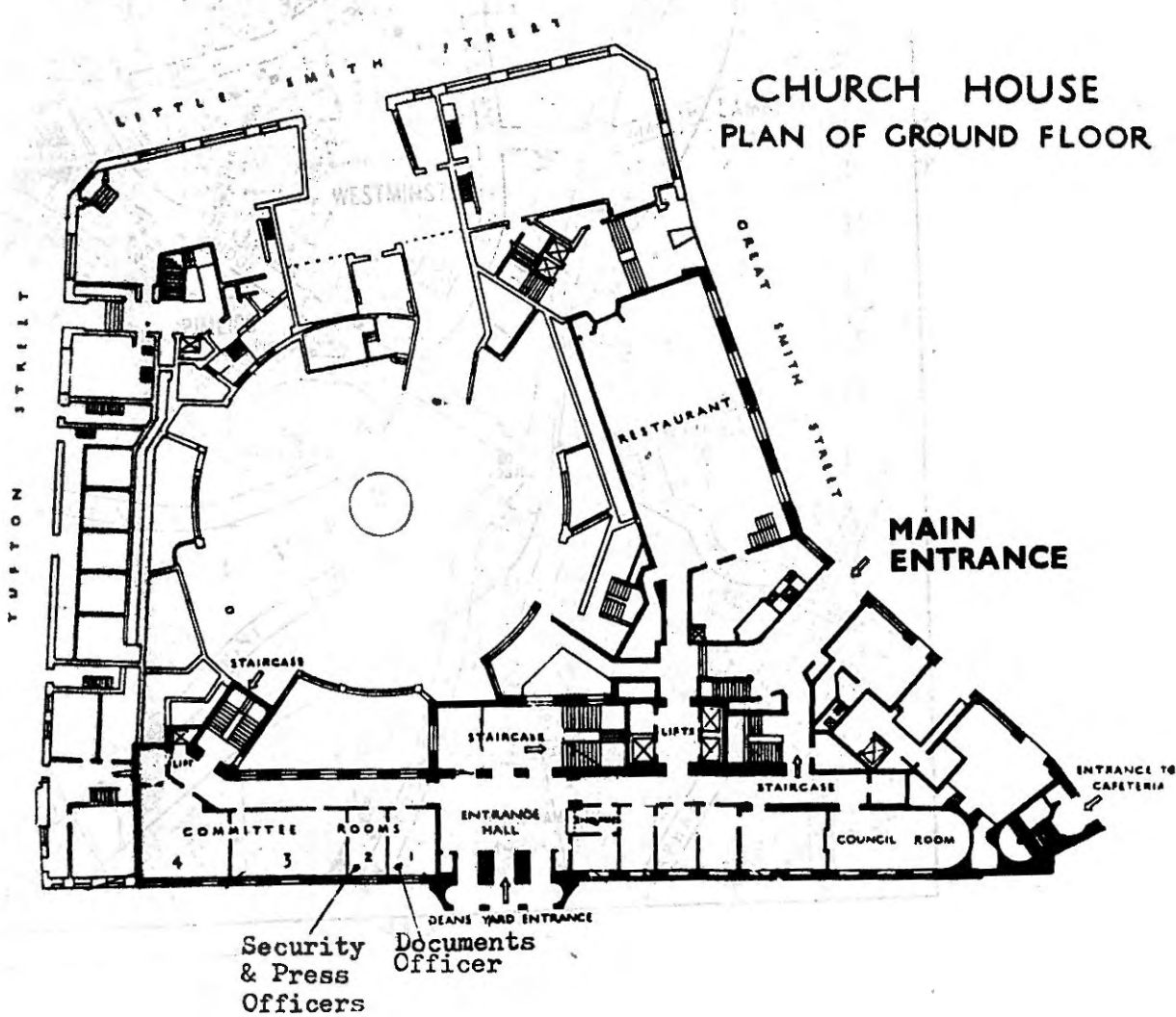
Lockets Restaurants	
Marsham Street	834 9552

For lighter meals there are numerous sandwich bars and public houses in the area.

# CHURCH HOUSE PLAN OF FIRST FLOOR

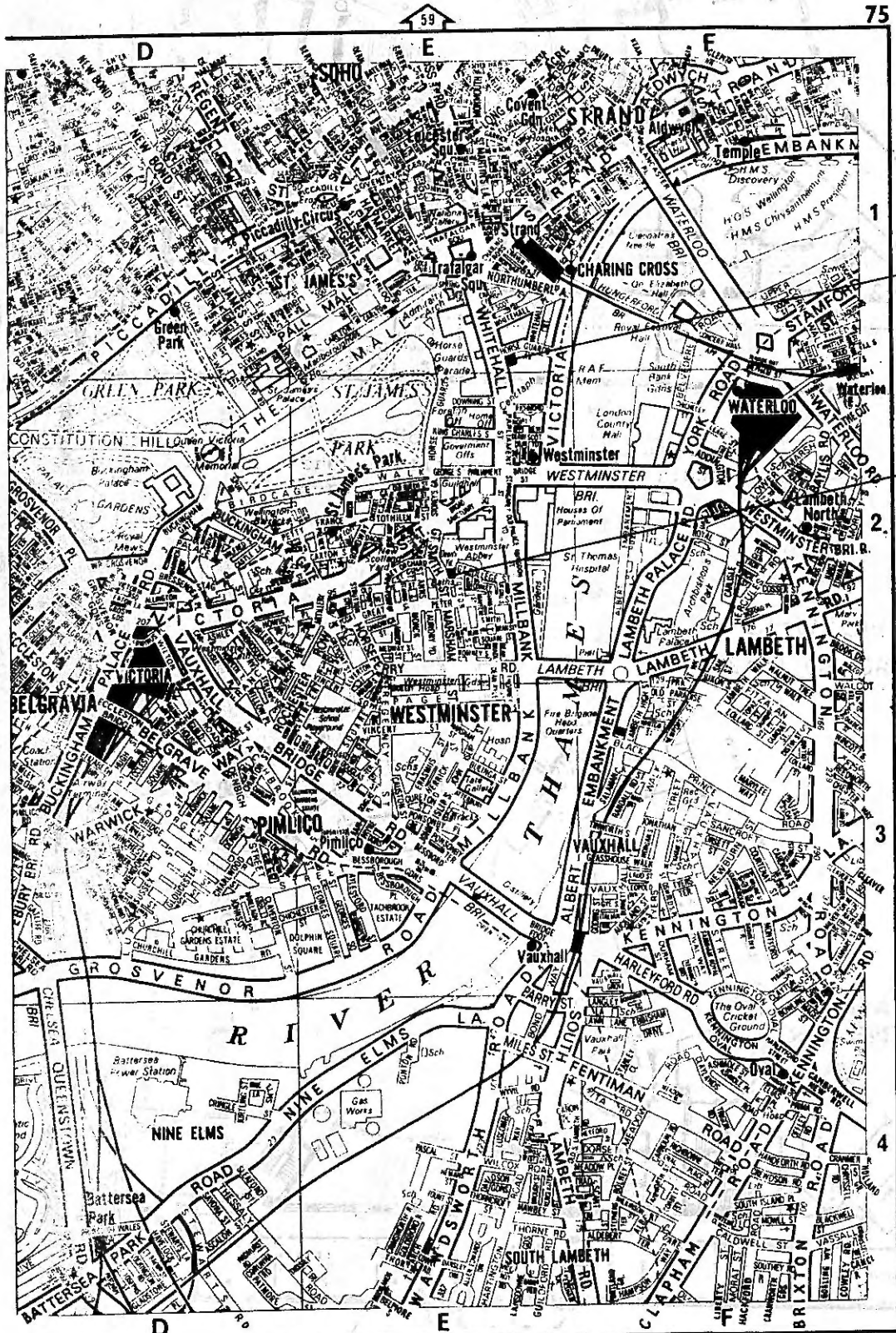


# CHURCH HOUSE PLAN OF GROUND FLOOR





Delegation  
Lounge



Banqueting  
House

Church  
House

SCALE 0 1/4 1/2 MILE