

GENERAL AGREEMENT ON  
TARIFFS AND TRADE

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BUDGET ESTIMATES

FOR

THE FINANCIAL YEAR 1969

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BUDGET ESTIMATES FOR THE FINANCIAL YEAR 1969

Introduction

1. The Director-General herewith submits his budget proposals concerning the expenses and income of the secretariat for 1969.
2. As always the estimates of expenditure are based on the requirements of the secretariat deriving from the tentative programme of meetings and other activities foreseen in 1969 at the time the estimates were prepared and subject to any decisions the CONTRACTING PARTIES or the Council may take concerning these matters.
3. The International Trade Centre which until the end of 1967 had been operated exclusively by GATT as an integral part of the secretariat, was established by Decision of the CONTRACTING PARTIES (document SR.24/14) and the United Nations General Assembly (Resolution 2297 (XXII) of 12 December 1967) as a joint operation with UNCTAD effective 1 January 1968 and redesignated International Trade Centre UNCTAD/GATT.
4. With the concurrence of the Secretary-General of the United Nations the budget estimates for the financial year 1969 of the joint Centre have been distributed as a separate document (ITC/AG/3) by the Secretary-General of UNCTAD and the Director-General of GATT. The estimates will be examined by the various review bodies of both organizations. The contribution of the Centre to be paid through the GATT budget has been kept at the 1968 level and provision has been made for it under PART IV of the budget. As the expenditure of the Centre was met from individual GATT budget items before 1969, all 1966, 1967 and 1968 figures included in the secretariat's budget proposals have been adjusted in order to allow for a proper comparison.
5. The total expenditure is estimated at \$3,375,000.
6. The net increase over the approved 1968 expenditure budget is \$147,000 or 4.55 per cent. After allowing for miscellaneous income and transfer from the surplus account (see paragraph 13 below) the overall increase in contributions to be assessed on the contracting parties amounts to \$82,000 or 2.6 per cent. The increase of the expenditure budget can be summarized as follows:

## (a) Increases in prices and costs:

- Staff costs (regular salary increments, change of post adjustment classification, adjustment of general service salaries, regradings, temporary assistance, home leave etc.)	\$122,900	
- Common services and equipment	\$ 13,310	
- Printing	\$ 3,000	
- Representation and hospitality	<u>\$ 7,000</u>	\$146,210

## (b) Net increase in programmes and activities:

- Staff costs	\$ 57,100	
- Common services and equipment	\$ 30,060	
- Printing	<u>\$ 12,500</u>	\$ 99,660

## (c) Net effect of other increases and decreases:

- Buildings	(\$ 12,955)	
- Working Capital Fund reimbursement	<u>(\$ 85,915)</u>	<u>(\$ 98,870)</u>
		<u>\$147,000</u>

7. After a very careful review of available resources in the light of the overall programme, and bearing in mind the policy of consolidation of the secretariat's professional establishment around its present level, the Director-General has again decided not to add any professional posts to the substantive establishment of the secretariat. Proposals for new posts have been limited to one post in the language area and four general service posts. The Director-General has also reinstated the senior post in his office, deleted last year, at the D.1 level. It is recalled that, when he deleted the post the Director-General emphasized in the introduction to the 1968 budget estimates that the action was taken without prejudice to any restructuring of the secretariat that might be proposed at a later stage.

8. The grading of professional and general service category posts has been considered in the course of the regular annual grading review resulting in proposals for the regrading of seven posts in the professional category and seven posts in the general service category.

9. The justification for the new posts and the post regradings are set out in detail in Annex C.
10. The estimates provide for a four week session of the CONTRACTING PARTIES. As regards meetings of the Council, committees, panels, working groups, etc., the 1968 approved figures are maintained in view of the fact that no accurate programme of meetings can be established in advance.
11. Provision has been made for the reimbursement of the tenth annuity to the Canton of Geneva, a residual amount of \$11,210, in respect of the final settlement of the interest-free loan granted by the Canton for the financing of the First Annex and for the reimbursement of the fourth annuity of \$31,030 to FIPOI in respect of the  $3\frac{1}{2}$  per cent loan granted for the Second Annex. Consequently the first loan will have been reimbursed in full in 1969 while one last annuity remains to be paid in 1970 in regard to the second loan which will then also have been fully reimbursed.
12. On the assumption that the Committee on Industrial Products would request the continuance in 1969 of the Tariff Study agreed to by the CONTRACTING PARTIES at their twenty-fourth session, provision of \$17,500 has been made under the heading of temporary assistance (Part II Section 1 (ii)) and \$25,000 for other services in this connexion.
13. The Director-General proposes that an amount of \$60,000 be taken from the surplus account as income towards 1969 expenditure. In accordance with the intention expressed by the Director-General in document L/2992, paragraph 9, a separate paper will be circulated concerning this subject. The estimate for miscellaneous income has been set at \$75,000 leaving an amount of \$3,240,000 to be assessed on the contracting parties in the form of contributions.
14. The scale of contributions contains a single minimum contribution of 0.12 per cent for contracting parties and associated governments whose share in the total trade of the contracting parties and associated governments is 0.12 per cent or less in accordance with the Decisions taken by the CONTRACTING PARTIES in 1966 and 1967.
15. As usual, the estimates of expenditure are reproduced in Annex A, detailed schedules in Annex B and explanatory notes in Annex C. The income estimates are reproduced in Annex D and the draft scale of contributions for 1969 in Appendix IV.

ANNEX A

SUMMARY OF 1969 EXPENDITURE ESTIMATES

PART I: <u>MEETINGS</u>		<u>Amount in US dollars</u>	
<u>Section</u>			
1	Twenty-sixth session of the CONTRACTING PARTIES	23,000	
2	Meetings of the Council and other meetings	<u>50,000</u>	
Total Part I:			73,000
PART II: <u>SECRETARIAT</u>			
<u>Section</u>			
1	Salaries and wages and official travel	1,729,000	
2	Common staff costs	480,300	
3	Common services	222,800	
4	Printing	66,500	
5	Representation and hospitality	15,000	
6	Permanent equipment	<u>24,560</u>	
Total Part II:			2,538,160
PART III: <u>BUILDINGS</u>			
<u>Section</u>			
1	Annuity to Canton of Geneva in respect of First Annex	11,210	
2	Annuity to FIPOL in respect of Second Annex	<u>31,030</u>	
Total Part III:			42,240
PART IV: <u>INTERNATIONAL TRADE CENTRE UNCTAD/GATT</u>			
<u>Section</u>			
1	Contribution to the International Trade Centre UNCTAD/GATT		671,600
PART V: <u>UNFORESEEN EXPENDITURE</u>			
<u>Section</u>			
1	Unforeseen expenditure		<u>50,000</u>
Grand Total			<u>3,375,000</u>

ANNEX B

DETAILED SCHEDULES OF 1969 EXPENDITURE ESTIMATES

	<u>1967</u> <u>Expenditure</u> <u>US\$</u>	<u>1968</u> <u>Budget</u> <u>US\$</u>	<u>1969</u> <u>Estimates</u> <u>US\$</u>
<b>PART I: <u>MEETINGS</u></b>			
<b>Section 1 - <u>Twenty-Sixth Session of the CONTRACTING PARTIES</u></b>			
(i) Temporary assistance (including overtime)	19,665	17,000	17,000
(ii) Travel and subsistence of temporary staff	745	1,000	1,000
(iii) Rental of meeting rooms and additional office space	2,789	4,500	4,500
(iv) Other services	<u>267</u>	<u>500</u>	<u>500</u>
Total Section 1:	<u>23,466</u>	<u>23,000</u>	<u>23,000</u>
<b>Section 2 - <u>Meetings of the Council and other Meetings</u></b>			
(i) Temporary assistance (including overtime)	10,276	35,000	35,000
(ii) Travel and subsistence of temporary staff	476	1,200	1,200
(iii) Rental of meeting rooms and additional office space	3,243	13,500	13,500
(iv) Other services	<u>103</u>	<u>300</u>	<u>300</u>
Total Section 2:	<u>14,098</u>	<u>50,000</u>	<u>50,000</u>
Total Part I:	<u>37,564</u>	<u>73,000</u>	<u>73,000</u>

	<u>1967</u> <u>Expenditure</u> <u>US\$</u>	<u>1968</u> <u>Budget</u> <u>US\$</u>	<u>1969</u> <u>Estimates</u> <u>US\$</u>
<b>PART II: <u>SECRETARIAT</u></b>			
<b>Section 1 - <u>Salaries and Wages and Official Travel</u></b>			
(i) Established posts	1,367,509	1,489,800	1,606,000
(ii) Temporary assistance (including overtime)	48,002	30,500	55,000
(iii) Consultants	4,500	15,000	15,000
(iv) Travel:			
(a) Travel on official business	32,410	48,000	48,000
(b) Technical assistance travel	<u>2,411</u>	<u>5,000</u>	<u>5,000</u>
Total Section 1:	<u>1,454,832</u>	<u>1,588,300</u>	<u>1,729,000</u>
<b>Section 2 - <u>Common Staff Costs</u></b>			
(i) Installation grants	2,025	8,300	9,000
(ii) Travel and removal expenses of staff and their dependants	13,741	19,700	20,000
(iii) Separation payments	17,143	10,600	12,000
(iv) Contributions to the United Nations Joint Staff Pension Fund	218,954	246,500	265,000
(v) Repatriation grants	21,770	8,600	12,000
(vi) Travel on home leave	31,880	24,150	36,000
(vii) Family allowances, education grants and related travel:			
(a) Family allowances	65,548	71,300	71,500
(b) Education grants and related travel	19,311	26,550	27,000
(viii) Joint services	6,365	7,200	9,300
(ix) Other common staff costs	<u>14,587</u>	<u>18,100</u>	<u>18,500</u>
Total Section 2:	<u>411,324</u>	<u>441,000</u>	<u>480,300</u>



	<u>1967</u> <u>Expenditure</u> <u>US\$</u>	<u>1968</u> <u>Budget</u> <u>US\$</u>	<u>1969</u> <u>Estimates</u> <u>US\$</u>
<u>Section 3 - Common Services</u>			
(i) Cables and telephone communications	3,413	3,500	4,000
(ii) Freight and cartage	2,067	1,100	1,400
(iii) Books and information material	3,165	4,000	5,000
(iv) Rental and maintenance of premises and equipment:			
(a) Rent	4,674	4,700	4,700
(b) Electricity	3,324	3,500	3,500
(c) Water supply	414	440	400
(d) Heating	2,768	2,800	3,000
(e) Telephone (rental and local calls)	3,319	3,500	4,000
(f) Insurance premiums	1,938	2,250	2,800
(g) Cleaning materials	341	380	400
(h) Maintenance expenditure	10,034	10,200	11,000
(i) Casual labour	19,126	18,900	22,000
(j) Maintenance of service cars	1,066	1,070	1,100
(v) Postal services	23,372	24,000	25,000
(vi) Stationery and office supplies	14,044	14,000	14,000
(vii) Reproduction and distribution of documents	77,348	77,000	77,000
(viii) External audit	2,070	1,250	1,500
(ix) Other services and miscellaneous expenditure	<u>1,121</u>	<u>9,900</u>	<u>42,000</u>
Total Section 3:	<u>173,604</u>	<u>182,490</u>	<u>222,800</u>
<u>Section 4 - Printing</u>			
	<u>49,685</u>	<u>51,000</u>	<u>66,500</u>

	<u>1967</u> <u>Expenditure</u> <u>US\$</u>	<u>1968</u> <u>Budget</u> <u>US\$</u>	<u>1969</u> <u>Estimates</u> <u>US\$</u>
Section 5 - <u>Representation and Hospitality</u>	<u>6,666</u>	<u>8,000</u>	<u>15,000</u>
Section 6 - <u>Permanent Equipment</u>	<u>17,496</u>	<u>21,500</u>	<u>24,560</u>
Total Part II:	<u>2,113,607</u>	<u>2,292,290</u>	<u>2,538,160</u>
PART III: <u>BUILDINGS</u>			
Section 1 - <u>Annuity to Canton of Geneva in Respect of First Annex</u>	23,148	23,150	11,210
Section 2 - <u>Annuity to FIPOI in Respect of Second Annex</u>	<u>33,060</u>	<u>32,045</u>	<u>31,030</u>
Total Part III:	<u>56,208</u>	<u>55,195</u>	<u>42,240</u>
PART IV: <u>INTERNATIONAL TRADE CENTRE UNCTAD/GATT</u>			
Section 1 - <u>Contribution to the International Trade Centre UNCTAD/GATT</u>	<u>476,580</u>	<u>671,600</u>	<u>671,600</u>
PART V: <u>UNFORESEEN EXPENDITURE</u>			
Section 1 - <u>Unforeseen Expenditure</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>
Grand Total	<u>2,683,959<sup>1</sup></u>	<u>3,142,085<sup>2</sup></u>	<u>3,375,000</u>

<sup>1</sup>Excluding Trade Negotiations Conference expenditure of \$32,996 and Working Capital Fund reimbursement of \$189,705. Total 1967 expenditure \$2,906,660.

<sup>2</sup>Excluding Working Capital Fund reimbursement of \$85,915. Total 1968 budget \$3,228,000.

ANNEX C

EXPLANATORY NOTES ON 1969 EXPENDITURE ESTIMATES

PART I: MEETINGS

Section 1 - Twenty-Sixth Session of the CONTRACTING PARTIES ..... \$23,000

1966 Expenditure	:	(two week session)	\$10,796
1967 Expenditure	:	(four week session)	\$23,466
1968 Budget	:	(four week session)	\$23,000

The estimate for the twenty-sixth session has been based on the assumption that the CONTRACTING PARTIES will meet in a session of four weeks and that the session will be held in Geneva.

(i) Temporary assistance (including overtime) - \$17,000

1966 Expenditure	:	\$ 8,243
1967 Expenditure	:	\$19,665
1968 Budget	:	\$17,000

The estimate provides for salaries and wages of temporary conference servicing staff to assist the permanent personnel during the session. It is assumed that the following staff will have to be recruited: interpreters (100 man/days), revisers (30 man/days), translators (50 man/days), stenographers, transcribers, typists, messengers and drivers (280 man/days). The estimate also includes overtime and night differential payments to staff entitled to such payments under the Staff Rules.

(ii) Travel and subsistence of temporary staff - \$1,000

1966 Expenditure	:	\$ 703
1967 Expenditure	:	\$ 745
1968 Budget	:	\$1,000

The estimate provides for the payment of travel expenses, subsistence allowances and other incidental expenses of non-locally recruited temporary staff engaged specially for this session of the CONTRACTING PARTIES.

(iii) Rental of meeting rooms and additional office space - \$4,500

1966 Expenditure	:	\$1,755
1967 Expenditure	:	\$2,789
1968 Budget	:	\$4,500

The estimate provides for the rental of conference and committee rooms equipped for simultaneous interpretation, and of additional office space for the secretariat. It includes charges for sound and recording operators, conference room attendants and messengers. The estimate is based on the rates applied by the United Nations for such services.

(iv) Other services - \$500

1966 Expenditure : \$ 95  
1967 Expenditure : \$267  
1968 Budget : \$500

The estimate provides for the payment of miscellaneous expenses incurred in connexion with the session, such as the printing of admission cards, placards, casual labour, etc.

Section 2 - Meetings of the Council and other Meetings ..... \$50,000

As it is not possible at present to establish a final programme of meetings for 1969, it is proposed to maintain the same figures as approved for 1968.

Details are as follows:

	<u>1966</u> <u>Expenditure</u> <u>US\$</u>	<u>1967</u> <u>US\$</u>	<u>1968</u> <u>Budget</u> <u>US\$</u>	<u>1969</u> <u>Estimates</u> <u>US\$</u>
(i) Temporary assistance (including overtime)	19,783	10,276	35,000	35,000
(ii) Travel and subsistence of temporary staff	1,027	476	1,200	1,200
(iii) Rental of meeting rooms and additional office space	6,176	3,243	13,500	13,500
(iv) Other services	<u>351</u>	<u>103</u>	<u>300</u>	<u>300</u>
	<u>27,337</u>	<u>14,098</u>	<u>50,000</u>	<u>50,000</u>

PART II: SECRETARIAT

Section 1 - Salaries and Wages and Official Travel ..... \$1,729,000

(i) Established posts - \$1,606,000

1966 Expenditure	:	\$1,302,123
1967 Expenditure	:	\$1,367,509
1968 Budget	:	\$1,489,800

The total number of posts proposed for 1969 is 195, of which two are ungraded, 81 are professional and above and 112 are general service posts. The estimate provides for the following payments:

Ungraded and professional posts:

Director-General's and Deputy Director-General's remuneration effective 1 January 1966 set by the CONTRACTING PARTIES on 1 April 1966 (Appendix I page 38);

Salaries for professional category and above as per salary scales effective from 1 January 1966 (Appendix I page 38);

Post adjustment as per scale Class 2 effective from 1 November 1967 (Appendix II page 39); on the basis of projection of the trend of the cost-of-living index, an upward revision of the post classification for Geneva is anticipated by 1 March 1969 and therefore the Class 3 post adjustment would be payable as from that date.

General service category posts:

Salaries as per salary scale effective from 1 January 1968 (Appendix III page 40); adjustment of this scale by 3.25 per cent as from 1 January 1969 in accordance with the decision taken in December 1967 by the Executive Heads of the Geneva-based agencies;

Language allowance payable in accordance with Staff Rules;

Non-resident's allowance (Swiss francs 1,800 per annum) for each non-locally recruited staff member.

The increase of \$116,200, as compared with the 1968 approved credit of \$1,489,800, is accounted for by:

(a)	the creation of new posts (a delayed recruitment deduction of 20 per cent has been applied):	
	(i) 1 professional post	\$ 8,200
	(ii) 4 general service posts	<u>\$13,700</u>
		\$ 21,900
(b)	re-instatement of the post deleted in 1968 (see paragraph 7 of the Introduction)	\$ 12,800
(c)	the regrading of seven professional and seven general service posts	\$ 3,700
(d)	the change of post adjustment classification from Class 2 to 3 effective 1 March 1969	\$ 31,400
(e)	adjustment of the general service category salary scales effective 1 January 1969	\$ 16,400
(f)	the regular salary increments	\$ 31,400
(g)	appointments made at a lower or higher salary level than that provided in the 1968 budget	(\$ <u>1,400</u> )
		<u>\$116,200</u>

NEW POSTS

Department of Trade and Development

Development Division

1 Stenographer, G.3

In spite of the amalgamation of the stenographic and typing personnel of the Development and the Trade Intelligence and Special Projects Divisions, introduced to make maximum use of existing resources, the present secretarial assistance has proved inadequate in relation to the professional staff of the Divisions. An additional Stenographer is needed.

Trade Intelligence and Special Projects Division

1 Research Assistant, G.6

To enable the Division to fulfil standing commitments under special projects, such as the study of trade liberalization alternatives in West Africa, the study to serve as a basis for the formulation of an export policy and an organization of export planning, a Research Assistant is needed. The proposal to establish this new post is made on the basis of the long-term nature of the above-mentioned special projects and in view of further possible requests from developing countries.

Department of Conference Affairs, Liaison and Administration

Administrative and Financial Division

Budget and Control Section

1 Sales Clerk, G.4

The necessity for establishing a second post of Sales Clerk in 1969 is justified by the following statistics:

Number of invoices:	1966:	748
	1967:	1,292
	1968:	713 (first six months)

Since the second half of 1967 it has been impossible for one Sales Clerk to cope with the work and temporary assistance has been provided ever since. It is now proposed that this temporary assistance be converted into an established post.

Stenographic and Typing Section

Spanish Pool

1 Stenographer, G.3

Workload statistics over 1967 and the first six months of 1968 and the extensive use of temporary assistance on a continuing basis have shown the necessity for establishing an additional stenographer post in the Spanish Pool.

Languages Division

1 Translator, P.3

It is proposed to establish one new translator post (French) in view of the fact that in 1967 and the first six months of 1968 external translators made available under temporary assistance credits have exceeded the number of man days which would have been provided by one permanent translator. Recruitment, at very short notice, of competent translators has proved difficult and sometimes costly, as it has not always been possible to recruit locally.

REGRADINGS

Office of the Director-General

Information and Library Service

Filing Clerk G.3  
to Library Clerk G.4

In the 1967 budget a post of a Filing Clerk G.3 was established to take care, on a full-time basis, of the statistical library and to undertake simple bibliographical research for the members of the Division. Mainly as a result of the expansion of the Trade Centre, the field covered by the statistical library increased substantially and the library clerk is now responsible for an even greater amount of bibliography research than was originally anticipated. The present assignments and the experience necessary in order to carry them out efficiently now clearly exceed the responsibilities of a G.3 clerk.

Department of Trade and Development

Trade Intelligence and Special Projects  
Division

Economic Affairs Officer P.3  
to Counsellor P.4

The incumbent of this post is responsible for the work of an important section of the Division dealing with economic problems of cotton textiles. This Section was, until the reorganization of the secretariat late last year, an independent unit, formerly headed by a P.5 officer. Since the incorporation of the unit into the Trade Intelligence Division, the responsibilities of its head have increased as the research tasks require the follow-up in considerable detail of the commercial and economic problems of all textile and clothing industries. These additional responsibilities were logically entrusted to the officer previously responsible for research in cotton textiles alone. As the officer in charge has been granted a special post allowance at the P.4 level since August 1967, the reclassification of this post is a regularization of an existing situation.



Trade Intelligence and Special Projects  
Division (cont'd)

Economic Affairs Officer  
from P.2 to P.3

Due to the fusion of the Trade Intelligence and the Special Projects Unit in the past year, one senior officer, formerly responsible for commodity research and an important part of the Annual Report, was assigned new tasks in Special Projects. At the same time, the importance of commodity research has increased and it was necessary to redistribute the responsibilities for this work by assigning to one additional researcher the task of specialized research in primary products, so as to enable the Division to undertake studies in depth of individual commodities, and the commodity part of the Annual Report, as well as to advise other members of the secretariat and the International Trade Centre on economic problems concerning commodities. As a result, the nature of the functions connected with this post has changed and the responsibilities of the incumbent have increased substantially.

1 Research Officer and  
1 Assistant Statistical  
Officer from P.1 to P.1/P.2

The incumbents of these two posts have been in charge of two sectors of the Division's regular statistical work (cotton textiles statistics and trade statistics of industrial countries). The demands on this statistical work have increased in the past year, particularly from the International Trade Centre and from the Special Projects Unit incorporated into the Division. In view of these augmented responsibilities, which increasingly involve independent research, it is proposed to upgrade both posts. Furthermore, both incumbents are now approaching retirement age and the proposed upgrading would enable the Director-General to reward them for valuable services rendered.

Department of Trade Policy

General Division

Counsellor P.5  
to P.5/D.1

It is proposed to reclassify this post in order to enable the Director-General to promote its incumbent in recognition of the exceptional and valuable services rendered to the organization ever since its inception. The officer concerned is widely recognized by the contracting parties as the leading expert in his field and his counsel and advice are sought by many. An additional consideration for the proposal has been the fact that the incumbent is approaching retirement age. For the reasons outlined above, the promotion would be granted on a personal basis and upon retirement of the present incumbent the post will revert to the P.5 grade.

General Division (cont'd)

Administrative Assistant  
from G.6 to G.7

The duties and responsibilities attached to this post have been growing considerably. The incumbent is called upon to reply to the less complicated tariff enquiries; the number and variety of these enquiries coming both from inside and outside the secretariat, and which mostly must be answered on the spot, require a good knowledge of the subject matter which can only be acquired through long experience. The post also entails the maintenance of the Customs Tariff Library. This involves much work of great precision in making corrections to customs tariffs usually in the national language. Further the incumbent of this post is also very much involved in Article XXVIII negotiations. These are practically permanent operations and continuously give rise to problems which, when they are not technically too complex are dealt with by the incumbent. The regular extension of this sphere of activity is another factor in favour of regrading the post and has the result of freeing an officer for more demanding tasks.

Department of Conference Affairs, Liaison and Administration

Administrative and Financial Division

Personnel Section

Personnel Officer  
from P.4 to P.5

The incumbent of this post acts as Chief Personnel Officer to the GATT secretariat and the International Trade Centre UNCTAD/GATT. As in the case of the Chief of the Budget and Control Section, the duties and responsibilities attached to this post have considerably increased on account of the rapid expansion of the International Trade Centre for which GATT assumes full responsibility in the field of personnel administration. The incumbent of this post is now responsible for the entire personnel programme of the GATT secretariat as well as the International Trade Centre involving recruitment and placement, salary administration, procedures, personnel records, welfare and staff relations, etc. The incumbent also acts as Secretary to the GATT Appointments and Promotions Board and the joint UNCTAD/GATT Appointments and Promotions Board established for the International Trade Centre.

Clerk-Stenographer G.3  
to Secretary G.4

The incumbent of this post acts as the English language secretary to the Chief of the Personnel Section and on many occasions performs secretarial work for the Director of the Division. In addition to secretarial work the incumbent is responsible for much of the preparatory work in connexion with meetings of the Appointments and Promotions Board like the analysis of curriculum vitae and condensing these into summarized lists for submission to members of the Board. The post requires judgment and analysing ability going well beyond its present level.

Budget and Control Section

Budget and Control  
Officer from P.3 to P.4

The duties and responsibilities attached to this post have considerably increased over the last three years primarily as a result of the rapid expansion of the International Trade Centre. Under the present arrangements, agreed upon between UNCTAD and GATT, the latter organization is responsible for the administrative and financial management of the joint Centre. On the budget and control side this involves the preparation and subsequent control of separate estimates for the International Trade Centre in a form acceptable to the United Nations as well as to GATT. It further involves the management of a number of trust funds and the preparation of estimates and financial statements in connexion with voluntary contributions made available to the International Trade Centre from outside sources.

The incumbent of the post is responsible, under the general supervision of the Divisional Director, for the preparation of the budget documents of the GATT secretariat and the International Trade Centre UNCTAD/GATT as well as for the other documents referred to above. He is also responsible for the administration and control of the approved budgets in all their aspects.

Finance and Accounts Section

Finance Clerk  
from G.4 to G.5

The post in question is one of two posts whose incumbents perform identical functions, i.e. operating accounting machines, preparing payrolls, computing and preparing all payments and receipts including travel claims. One post is already graded G.5, which is considered the appropriate grading for the level of responsibilities involved. It is proposed to bring the second post up to the same level.

Documents Reproduction Section

Senior Clerk  
from G.5 to G.6

The incumbent, who acts as Chief of the Section, has full responsibility for the reproduction of all documents and airgrams processed directly by the GATT secretariat and is also responsible, subject to instructions from the Documents Officer, for their distribution.

In addition he assists the Documents Officer in documents research work and in dealing with queries concerning GATT and ITC documentation. Such queries coming mainly from Geneva-based GATT delegations have considerably increased over the last years. He is also responsible for stock control, the control of reception of secret documents and airgrams and the safeguarding of stocks of secret documentation. Finally, the incumbent is in charge of the photocopying operations of the secretariat.

Stenographic and Typing Section

2 posts of Typist G.2  
to Transcriber G.3

The posts in question are typist posts in the English Pool. The extensive use of dictating equipment has made it necessary to reclassify these posts from Typist to Transcriber and grade them at the appropriate G.3 level.

SCHEDULE OF ESTABLISHED POSTS

Year	Professional Category and above										General Service Category							Total
	DG	DDG	D2	D1	P5	P4	P3	P2	P1	Sub- Total	G7	G6	G5	G4	G3	G2	Sub- Total	
1968	2	-	-	1	-	-	1	-	1	5	-	-	-	1	-	-	1	6
1969	2	-	-	2	-	-	1	-	1	6	-	-	-	1	-	-	1	7
1968	-	1	-	-	1	-	-	1	-	3	-	-	-	1	-	-	1	4
1969	-	1	-	-	1	-	-	1	-	3	-	-	-	1	-	-	1	4
1968	-	-	-	-	1	-	1	1	1	4	-	-	1	1	4	1	7	11
1969	-	-	-	-	1	-	1	1	1	4	-	-	1	2	3	1	7	11
1968	-	-	-	-	-	-	-	-	-	-	1	-	1	-	1	-	3	3
1969	-	-	-	-	-	-	-	-	-	-	1	-	1	-	1	-	3	3
1968	-	-	-	<del>1*</del>	-	-	-	-	-	<del>1*</del>	1	-	-	-	-	-	1	<del>1*</del>
1969	-	-	-	<del>1*</del>	-	-	-	-	-	<del>1*</del>	1	-	-	-	-	-	1	<del>1*</del>
1968	-	1	-	-	-	-	-	-	-	1	-	1	-	1	-	-	2	3
1969	-	1	-	-	-	-	-	-	-	1	-	1	-	1	-	-	2	3
1968	-	-	-	1	-	1	6	1	-	9	-	1	-	-	2	1	4	13
1969	-	-	-	1	-	2	5	1	-	9	-	1	-	-	3	1	5	14
1968	-	-	-	1	3	1	1	6	2	14	-	3	2	-	3	-	8	22
1969	-	-	-	1	3	1	2	7	-	14	-	4	2	-	3	-	9	23
1968	-	1	-	-	-	-	-	-	-	1	1	-	-	3	2	-	6	7
1969	-	1	-	-	-	-	-	-	-	1	1	-	-	3	2	-	6	7
1968	-	-	-	1	2	3	1	1	-	8	-	1	-	-	1	-	2	10
1969	-	-	-	2	1	3	1	1	-	8	-	1	-	-	1	-	2	10
1968	-	-	-	1	1	1	1	1	-	5	-	-	-	-	-	-	-	5
1969	-	-	-	1	1	1	1	1	-	5	-	-	-	-	-	-	-	5
1968	-	1	-	-	-	-	-	-	-	1	-	-	1	-	-	-	1	2
1969	-	1	-	-	-	-	-	-	-	1	-	-	1	-	-	-	1	2
1968	-	-	-	1*	-	4	1	1	2	9	-	-	2	2	1	-	5	14
1969	-	-	-	1*	-	4	1	1	2	9	-	-	2	2	1	-	5	14
1968	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	1
1969	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	1

1\* Post also listed under Conference Affairs Division.

\* Post also listed under In-Service Training Programme.

Year	Professional Category and above										General Service Category							Total
	DDG	D2	D1	P5	P4	P3	P2	P1	Sub- Total	G7	G6	G5	G4	G3	G2	Sub- Total		
Administrative and Financial Division .....	1968	-	-	1	-	-	-	-	1	-	1	-	-	-	-	1	2	
1969	-	-	1	-	-	-	-	-	1	-	1	-	-	-	-	1	2	
(a) Personnel Section .....	1968	-	-	-	1	-	1	-	2	-	-	2	-	2	-	4	6	
1969	-	-	-	1	-	-	1	-	2	-	-	2	1	1	-	4	6	
(b) Internal Services and Travel Section .....	1968	-	-	-	-	-	1	-	1	-	1	1	2	7	6	17	18	
1969	-	-	-	-	-	-	1	-	1	-	1	1	2	7	6	17	18	
(c) Budget and Control Section .....	1968	-	-	-	-	1	1	-	2	-	1	2	-	-	-	3	5	
1969	-	-	-	-	1	-	1	-	2	-	1	2	1	-	-	4	6	
(d) Finance and Accounts Section .....	1968	-	-	-	-	1	1	-	2	-	1	1	2	-	-	4	6	
1969	-	-	-	-	-	1	1	-	2	-	1	2	1	-	-	4	6	
(e) Documents Reproduction Section .....	1968	-	-	-	-	-	-	-	-	-	-	1	-	1	2	4	4	
1969	-	-	-	-	-	-	-	-	-	-	1	-	-	1	2	4	4	
(f) Stenographic and Typing Section .....	1968	-	-	-	-	-	-	1	1	-	1	-	-	-	-	1	2	
1969	-	-	-	-	-	-	-	1	1	-	1	-	-	-	-	1	2	
(i) English Pool .....	1968	-	-	-	-	-	-	-	-	-	-	1	3	4	3	11	11	
1969	-	-	-	-	-	-	-	-	-	-	-	1	3	6	1	11	11	
(ii) French Pool .....	1968	-	-	-	-	-	-	-	-	-	-	1	4	9	1	15	15	
1969	-	-	-	-	-	-	-	-	-	-	-	1	4	9	1	15	15	
(iii) Spanish Pool .....	1968	-	-	-	-	-	-	-	-	-	-	-	1	3	-	4	4	
1969	-	-	-	-	-	-	-	-	-	-	-	-	1	4	-	5	5	
Languages Division .....	1968	-	-	1	1	3	6	-	11	-	1	-	1	1	-	3	14	
1969	-	-	1	1	3	7	-	-	12	-	1	-	1	1	-	3	15	
TOTALS	1968	2	4	8	10	14	20	16	7	81	3	12	16	22	41	14	189	
1969	2	4	10	10	15	20	17	5	83	4	13	16	24	45	12	112	195	

(ii) Temporary assistance (including overtime) - \$55,000

1966 Expenditure :	\$36,711
1967 Expenditure :	\$48,002
1968 Budget :	\$30,500

The estimate provides for salaries of additional staff needed to replace regular staff on sick leave, maternity leave or annual leave as well as for temporary reinforcements to meet fluctuations in the volume of work. It also includes a provision for overtime payment to regular and temporary staff and covers payment for accrued annual leave to eligible temporary staff whose salaries are charged to this item.

The estimate has been increased to take account of the higher rates payable to temporary staff in 1969.

It has further been increased by \$5,500 to provide for a statistical officer (6 man/months) to help the Development Division in the completion of a tariff study in relation to certain points of specific interest to developing countries which have been identified by the CONTRACTING PARTIES in their work programme.

In addition, on the assumption that the Committee on Industrial Products would wish to see continued in 1969 the Tariff Study agreed to by the CONTRACTING PARTIES at their twenty-fourth session, an ad hoc request for temporary assistance of \$17,500 has been included. This provision covers the cost of statistical assistance (24 man/months) and of a computer programmer (4 man/months).

(iii) Consultants - \$15,000

1966 Expenditure :	\$ 4,545
1967 Expenditure :	\$ 4,500
1968 Budget :	\$15,000

As in previous years the amount of \$15,000 has been maintained to cover fees payable to consultants engaged for short periods on special projects, such as studies on the economic development of various countries. It also covers the fee payable to the special consultant whose services have been retained since 1962 in connexion with the training courses on Commercial Policy.

(iv) Travel - \$53,000

(a) Travel on official business - \$48,000

1966 Expenditure :	\$34,606
1967 Expenditure :	\$32,410
1968 Budget :	\$48,000

The estimate provides for the payment of travel expenses, subsistence allowances, and other incidental expenses relating to missions of staff members travelling on official business, including in particular representation of GATT at meetings and conferences of other organizations outside Geneva, consultations with government officials, lectures given by GATT staff members, missions in connexion with the programme of studies on the economic development of various countries, etc.

In exceptional cases and by special authorization of the Director-General, transportation costs and/or subsistence allowance in respect of the Chairman of the CONTRACTING PARTIES may be charged to this credit where travel is undertaken exclusively on behalf of and in the interest of the CONTRACTING PARTIES as a whole.

(b) Technical assistance travel - \$5,000

1966 Expenditure :	\$6,405
1967 Expenditure :	\$2,411
1968 Budget :	\$5,000

As in previous years the amount of \$5,000 has been maintained to cover travel expenses, subsistence allowances and other incidental expenses relating to missions of technical assistance experts and consultants or of GATT staff members travelling on technical assistance missions.

Section 2 - Common Staff Costs .....\$480,300

(i) Installation grants - \$9,000

1966 Expenditure :	\$9,405
1967 Expenditure :	\$2,025
1968 Budget :	\$8,300

The estimate provides for the payment of installation grants to newly-recruited non-local staff members and their dependants at statutory rates laid down by the Staff Rules. Existing rules provide for payment of fifteen days' subsistence allowance (\$17 per day) to staff members without dependants and of thirty days to staff members with dependants; in respect of each dependant, payments amount to one half of such allowance (\$8.50 per day) for thirty days.

The estimate takes account of the normal turnover of staff and the new posts.

(ii) Travel and removal expenses of staff and their dependants - \$20,000

1966 Expenditure :	\$26,910
1967 Expenditure :	\$13,741
1968 Budget :	\$19,700

The estimate provides for travel expenses and subsistence allowances payable in accordance with the Staff Rules in respect of staff members and their families on appointment and separation and of candidates brought to Geneva for interviews in connexion with vacant posts. In addition it provides for the cost of removal of furniture and household effects for eligible staff.

The estimate takes account of the normal turnover of staff and the new posts.

(iii) Separation payments - \$12,000

1966 Expenditure :	\$ 5,591
1967 Expenditure :	\$17,143
1968 Budget :	\$10,600

The estimate provides for accrued annual leave as well as a token provision for the statutory indemnity due when an appointment is terminated by the organization. It also covers payment of the statutory grant on death.

(iv) Contributions to the United Nations Joint Staff Pension Fund - \$265,000

1966 Expenditure :	\$193,388
1967 Expenditure :	\$218,954
1968 Budget :	\$246,500

The estimate is based on payment of 14 per cent of pensionable remuneration for full participants and 4½ per cent of pensionable remuneration for associate participants. At 30 June 1968 full participants and associate participants employed by GATT and for whom contributions were charged to this item numbered 172 and 10 respectively.

The level of pensionable remuneration is the gross salary rate applicable to the participant's grade and step (Appendices I and III on pages 38 and 40). In the case of staff in the general service category, any non-resident's allowance and language allowance which may be payable to the staff member are to be added to this base pensionable remuneration.

The principal factors which have caused the increase of \$18,500 in the estimate for 1969, are: (a) the regular annual salary increments (\$6,000); (b) the creation of new posts proposed for 1969 and the re-instatement of the post deleted in 1968 (\$5,800); (c) regrading of posts (\$900); (d) the abolishment of the associate participation<sup>1</sup> (\$2,800) and (e) adjustment of the general service category salary scale effective 1 January 1969 (\$3,000).

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<sup>1</sup>The amendments to the Regulations of the United Nations Joint Staff Pension Fund, effective 1 January 1967, abolished associate participation in the scheme for staff entering employment after 1 January 1967 and transitional arrangements were made for associate participants in the Fund on 31 December 1966.



(v) Repatriation grants - \$12,000

1966 Expenditure : \$ 6,819  
1967 Expenditure : \$21,770  
1968 Budget : \$ 8,600

The estimate provides for the payment of repatriation grants and service benefits on separation to non-locally recruited staff in accordance with the Staff Rules.

(vi) Travel on home leave - \$36,000

1966 Expenditure : \$11,854  
1967 Expenditure : \$31,880  
1968 Budget : \$24,150

The estimate covers travel expenses and subsistence allowances for non-locally recruited staff members and their families eligible for home leave in 1969.

Staff members are entitled to home leave every two years counting as from the year of their appointment.

The estimate is based on current travel rates and on presently authorized modes and standards of accommodation. On the basis of total 1969 entitlement the requirements under this item would amount to approximately \$41,200.

The lower amount takes account of possible deferments, savings on the estimated cost of individual journeys, partial utilization or non-utilization of entitlements, etc.

(vii) Family allowances, education grants and related travel - \$98,500

(a) Family allowances - \$71,500

1966 Expenditure : \$65,837  
1967 Expenditure : \$65,548  
1968 Budget : \$71,300

The estimate for this sub-item provides for family allowances payable to both professional and general service category staff in accordance with the Staff Rules.

(b) Education grants and related travel - \$27,000

1966 Expenditure : \$18,391  
1967 Expenditure : \$19,311  
1968 Budget : \$26,550

The estimate provides for the education grants and related travel costs payable to non-locally recruited staff members under the Staff Rules.

(viii) Joint services - \$9,300

1966 Expenditure :	\$5,339
1967 Expenditure :	\$6,365
1968 Budget :	\$7,200

The estimate provides for GATT's share in the cost of the Joint Medical Service, the Joint Housing Service, the CCAQ Staff Office, the International Civil Service Advisory Board, and the ILO's work on the international price comparison statistics for post adjustments; it also covers GATT's share in the cost of language courses organized by the United Nations.

(ix) Other common staff costs - \$18,500

1966 Expenditure :	\$14,626
1967 Expenditure :	\$14,587
1968 Budget :	\$18,100

The estimate provides for the organization's contribution to the United Nations Sickness Insurance Society. The rules provide that the staff member pays 55 per cent and the organization 45 per cent of the total contribution due to the United Nations Sickness Insurance Society. The estimate also covers expenditure in connexion with medical examinations required on appointment of new staff members.

Section 3 - Common Services ..... \$222,800

(i) Cables and telephone communications - \$4,000

1966 Expenditure :	\$3,272
1967 Expenditure :	\$3,413
1968 Budget :	\$3,500

The estimate provides for the cost of official cables and telephone communications.

(ii) Freight and cartage - \$1,400

1966 Expenditure :	\$ 960
1967 Expenditure :	\$2,067
1968 Budget :	\$1,100

The estimate provides for charges payable to transport agencies on delivery of material ordered by the secretariat and for freight charges in respect of consignments of GATT publications.

(iii) Books and information material - \$5,000

1966 Expenditure : \$3,931  
1967 Expenditure : \$3,165  
1968 Budget : \$4,000

The estimate provides for the purchase of books, periodicals, and newspapers, which are considered necessary for their value as sources of information and reference material. It also provides for the purchase of dictionaries.

(iv) Rental and maintenance of premises and equipment - \$52,900

The details are as follows:

	<u>1966</u> <u>Expenditure</u> <u>US\$</u>	<u>1967</u> <u>Expenditure</u> <u>US\$</u>	<u>1968</u> <u>Budget</u> <u>US\$</u>	<u>1969</u> <u>Estimates</u> <u>US\$</u>
(a) <u>Rent</u>	4,674	4,674	4,700	4,700
The estimate provides for the rent of the Villa Le Bocage and its grounds, payable to the United Nations.				
(b) <u>Electricity</u>	3,000	3,324	3,500	3,500
The estimate provides for the cost of electricity for the Villa Le Bocage and the two Annexes.				
(c) <u>Water supply</u>	312	414	440	400
The estimate provides for the cost of the water supply to the Villa Le Bocage, the two Annexes and the gardener's lodge.				

	<u>1966</u> <u>Expenditure</u> <u>US\$</u>	<u>1967</u> <u>Expenditure</u> <u>US\$</u>	<u>1968</u> <u>Budget</u> <u>US\$</u>	<u>1969</u> <u>Estimates</u> <u>US\$</u>
(d) <u>Heating</u>	2,122	2,768	2,800	3,000
Heating oil is purchased on a joint basis with the United Nations and other international organizations established in Geneva in order to obtain the most favourable conditions of price and quality.				
(e) <u>Telephone (rental and local calls)</u>	2,196	3,319	3,500	4,000
The estimate provides for the rental of telephone installations and a token amount for local calls, payable to the United Nations.				
(f) <u>Insurance premiums</u>	1,789	1,938	2,250	2,800
The estimate provides for the premiums for insurance of the two Annexes of the Villa Le Bocage and of all furniture and equipment against fire and water damage; third party insurance; insurance of service cars; insurance against accidents to drivers, messengers and cleaners; insurance for travel by air; etc.				
(g) <u>Cleaning materials</u>	337	341	380	400
The estimate provides for the cost of all cleaning materials used for the upkeep of the offices, furniture and equipment.				

	<u>1966</u> <u>Expenditure</u> <u>US\$</u>	<u>1967</u> <u>Expenditure</u> <u>US\$</u>	<u>1968</u> <u>Budget</u> <u>US\$</u>	<u>1969</u> <u>Estimates</u> <u>US\$</u>
(h) <u>Maintenance expenditure</u>	10,056	10,034	10,200	11,000
<p>The estimate covers continuing charges for maintenance and repairs to GATT premises and office equipment as well as the cost of minor repairs to the Villa Le Bocage and maintenance of gardens. It also covers the cost of purchase and cleaning of uniforms for messengers and drivers.</p>				
(i) <u>Casual labour</u>	18,385	19,126	18,900	22,000
<p>The estimate provides for salaries and wages of four cleaners as well as for fees payable to a local cleaning firm for the cleaning of the two Annexes.</p>				
(j) <u>Maintenance of service cars</u>	959	1,066	1,070	1,100
<p>The estimate provides for the maintenance and repairs, including petrol and oil, of service cars.</p>				
	<u>43,880</u>	<u>47,004</u>	<u>47,740</u>	<u>52,900</u>

(v) Postal services - \$25,000

1966 Expenditure : \$18,920  
1967 Expenditure : \$23,372  
1968 Budget : \$24,000

The estimate provides for the cost of postage on correspondence, documents and GATT publications despatched through the United Nations Mailing Section. It also covers GATT's share in the cost of the United Nations Mailing Section.

(vi) Stationery and office supplies - \$14,000

1966 Expenditure : \$13,620  
1967 Expenditure : \$14,044  
1968 Budget : \$14,000

The estimate provides for the purchase of stationery, stencils and other general office supplies. It also provides for the charges in respect of photocopying machines used by the secretariat.

(vii) Reproduction and distribution of documents - \$77,000

1966 Expenditure : \$77,245  
1967 Expenditure : \$77,348  
1968 Budget : \$77,000

The estimate provides for the cost of reproduction (inclusive of paper) and distribution by the United Nations of GATT documents at the standard rates applicable.

(viii) External audit - \$1,500

1966 Expenditure : \$1,768  
1967 Expenditure : \$2,070  
1968 Budget : \$1,250

The estimate provides for the fees (including travel expenses) payable to the external auditor in respect of the external audit of the accounts. The fee covers an interim audit in the course of the financial year and the final audit of the 1969 accounts.

(ix) Other services and miscellaneous expenditure - \$42,000

1966 Expenditure : \$ 985  
1967 Expenditure : \$1,121  
1968 Budget : \$9,900

The estimate provides for miscellaneous expenditure such as bank charges, fees for the issuance of visas, laissez-passer and passports, the cost of advertisements, etc.

In addition, the following provisions have been made: (a) \$3,000 to cover the charges for the use of a computer in order to enable the Statistical Section to obtain at a low cost data for specific work produced on magnetic tape by other international organizations; (b) a token amount of \$5,000 in order to cover expenditure which may arise in 1969 in connexion with the participation of GATT, as a member of the UN family in the UN Pavilion of the Osaka EXPO 70, to be held in 1970; (c) \$7,000 to finance a programme of microfilming the secretariat's archives in order to meet inter alia the serious lack of storage space available; (d) \$25,000 to cover expenditure (purchase of computer time, tapes, etc.) in connexion with the Tariff Study, on the assumption that the Committee on Industrial Products would wish to see continued in 1969 this Study agreed by the CONTRACTING PARTIES at their twenty-fourth session.

Section 4 - Printing ..... \$66,500

1966 Expenditure : \$41,102  
1967 Expenditure : \$49,685  
1968 Budget : \$51,000

The estimate provides for the printing costs (inclusive of paper) of the following publications:

BISD - Volume IV (EFS) <sup>1</sup>	\$ 5,000
BISD - Sixteenth Supplement (EFS)	\$ 8,000
International Trade 1968 (EFS)	\$12,000
Status of the Legal Instruments of the GATT (EF)	\$ 2,500
The activities of GATT (EFS)	\$ 2,000
GATT, What it is (EFSG)	\$ 2,700
List of publications (EFS)	\$ 1,500
Trade Intelligence Papers (EF)	\$ 1,200
Certificates of Modification to Schedules(A)	\$ 1,400
Consolidation of Schedules (A)	\$18,500
Printing paper, reprints (BISD and Supplements), information papers, protocols of accession, miscellaneous legal instruments, binding of documents, etc.	\$11,700
	<u>\$66,500</u>

Section 5 - Representation and Hospitality ..... \$15,000

1966 Expenditure : \$6,862  
1967 Expenditure : \$6,666  
1968 Budget : \$8,000

<sup>1</sup>A = Authentic text; E = English text; F = French text; G = German text;  
S = Spanish text.

The estimate under this section provides for the following:

- (a) \$10,000 payable to the Director-General in respect of the representation allowance fixed by the CONTRACTING PARTIES;
- (b) \$1,500 payable to the Deputy Director-General in respect of the representation allowance fixed by the CONTRACTING PARTIES;
- (c) \$3,500 for all official hospitality rendered in the course of their functions by staff members of the secretariat not entitled to a personal representation allowance. Hospitality expenditure is authorized in advance in each case by the Director-General and reimbursement is made in accordance with United Nations rates, rules and procedure. For the Assistant Directors-General in charge of the Department of Trade and Development, the Department of Trade Policy and the Department of Conference Affairs, Liaison and Administration, a credit of \$500 each has been set aside in order to enable these senior officials to obtain full reimbursement of hospitality extended in the course of their official duties. As regards the Assistant Director-General in charge of External Relations and Public Information, and his senior officers, and in view of the special nature of the duties involved, an amount of \$1,000 has been provided for the full reimbursement of hospitality expenses incurred. The credit of \$3,500 also covers expenses resulting from hospitality rendered on behalf of the secretariat as a whole, including welcoming and farewell receptions for the trainees who come to the GATT on Commercial Policy Courses, which cannot be properly charged to personal representation allowances. In addition, expenses resulting from hospitality extended by the Chairman of the CONTRACTING PARTIES may, in exceptional cases and by special authorization of the Director-General, be charged to this credit.

Section 6 - Permanent Equipment ..... \$24,560

1966 Expenditure : \$18,179  
1967 Expenditure : \$17,496  
1968 Budget : \$21,500

The estimate provides for additions to and replacements of the following equipment:

One car for the Director-General (replacement of car purchased in 1962)	\$ 3,400
Calculators and adding machines	\$ 4,000
Electrical typewriters	\$ 6,900
Recording machines	\$ 2,800
Miscellaneous office furniture and storage equipment	\$ 7,460
	<u>\$24,560</u>



PART III: BUILDINGS

Section 1 - Annuity to Canton of Geneva in respect of First Annex ..... \$11,210

1966 Expenditure : \$23,148  
1967 Expenditure : \$23,148  
1968 Budget : \$23,150

The estimate provides for payment of the tenth annuity due in respect of the interest-free loan of Swiss francs 1,000,000 granted in 1961 by the Canton of Geneva to the CONTRACTING PARTIES to finance the construction of the First Annex for the secretariat.

Of the total amount made available to the GATT, Swiss francs 951,450.25 were drawn. The tenth annuity constitutes the final settlement of the loan.

Section 2 - Annuity to FIPOI in respect of Second Annex ..... \$31,030

1966 Expenditure : \$33,624  
1967 Expenditure : \$33,060  
1968 Budget : \$32,045

The estimate provides for the payment of the fourth annuity due to the FIPOI (Fondation des immeubles pour les organisations internationales) in repayment of the  $3\frac{1}{2}$  per cent loan of Swiss francs 626,400 (\$145,000) which was granted in June 1965 to the CONTRACTING PARTIES to cover the balance of funds necessary for financing the construction of the Second Annex in accordance with the Decision of the CONTRACTING PARTIES of 8 August 1964. The Agreement with the FIPOI stipulates that the loan should be repaid by instalments of Swiss francs 125,280 (\$29,000) per year over five years, beginning in June 1966.

The estimate also provides for the payment of the interest charges for one year calculated at  $3\frac{1}{2}$  per cent on the outstanding balance of \$58,000.

PART IV: INTERNATIONAL TRADE CENTRE UNCTAD/GATT

Section 1 - Contribution to the International Trade Centre UNCTAD/GATT.. \$671,600

1967 Expenditure : \$476,580  
1968 Budget : \$671,600

In accordance with the Decision taken by the CONTRACTING PARTIES on 22 November 1967 (document SR.24/14) and the Resolution 2297 (XXII) adopted by the General Assembly of the United Nations on 12 December 1967 an International Trade Centre was established, effective 1 January 1968, to be operated jointly by UNCTAD and the GATT on a continuing basis and in equal partnership.

The provision made under this Section covers the GATT cash contribution to the operation of the Centre. The amount has been set at the 1968 level. It should be noted that apart from this the GATT secretariat renders additional services to the Centre, the total value of which is estimated at \$146,800. This amount, pro rated on the basis of 1966 figures, covers administrative management, seconded personnel, statistical assistance, and translation and typing assistance, for which no additional posts were created either in the GATT or the Centre budgets.

The 1969 budget estimates of the International Trade Centre were distributed to the Governments on 19 June 1968 (document ITC/AG/3).

PART V: UNFORESEEN EXPENDITURE

Section 1 - Unforeseen Expenditure ..... \$50,000

1968 Budget : \$50,000

In accordance with the recommendation made by the Committee on Budget, Finance and Administration at its meeting on 10 May 1967 (document L/2799, paragraph 4) a credit of \$50,000 has been included under this heading. The amount is to cover expenditure unforeseen at the time when the budget is prepared and which by its very nature could vary widely from year to year. The credit under this heading will not be available for extraordinary expenditure, such as new activities, except in rare cases where the amounts are small.

The provision for unforeseen expenditure is included in a separate part of the budget and the utilization of the funds is subject to approval by the CONTRACTING PARTIES or the Council. It should also be noted that such savings as may arise under this item cannot be transferred to cover expenditure on other parts of the budget without the authorization of CONTRACTING PARTIES or the Council.

ANNEX D

INCOME BUDGET ESTIMATES FOR 1969

Summary

1. It is proposed that the 1969 budget be financed as follows:

	<u>Amount in US dollars</u>
(a) Contributions assessed on contracting parties	3,240,000
(b) Miscellaneous income	75,000
(c) Transfer from Surplus Account	60,000
	<u>3,375,000</u>

Contributions assessed on contracting parties

2. On the basis of the proposed expenditure budget for 1969 an amount of \$3,240,000 is to be assessed on the contracting parties in the form of contributions. The draft scale of contributions for 1969, which is reproduced in Appendix IV, is based on the foreign trade figures of the last three available years (1965-1967). In accordance with the decisions of the CONTRACTING PARTIES in 1966 and 1967, the 1969 scale contains a single minimum contribution of 0.12 per cent for contracting parties and associated governments whose share in the total trade of the contracting parties and associated governments is 0.12 per cent or less.

Miscellaneous income

3. Miscellaneous income is estimated at \$75,000 for 1969, as compared with an amount of \$70,000 for 1968. The details are as follows:

	<u>1966</u> <u>Actual</u> \$	<u>1967</u> <u>Actual</u> \$	<u>1968</u> <u>Budget</u> \$	<u>1969</u> <u>Estimates</u> \$
(a) Interest on investments	32,134	51,424	47,000	55,000
(b) Sale of publications	8,003	33,530	15,000	15,000
(c) Profit or loss on exchange	3,342	4,379	3,000	(2,000)
(d) Savings on unliquidated obligations	1,460	3,015	1,500	2,000
(e) Other income	4,418	30,776	3,500	5,000
(f) Refund of the Organization's contribution to the United Nations Joint Staff Pension Fund in respect of participant withdrawals <u>pro memoria</u> <sup>1</sup>	-	312	-	-
	<u>49,357</u>	<u>123,436</u>	<u>70,000</u>	<u>75,000</u>

4. Although the recent trend of income from investments has been upwards, and is likely to result in earnings of \$70,000 for 1968, it is not possible to rely entirely on the future continuation of high interest rates or on the early receipt of contributions. The estimate for 1969 has therefore been set at \$55,000, representing an increase of \$8,000 over the amount of \$47,000 budgeted for 1968.

5. The estimate for income from sale of publications for 1969 remains at \$15,000 as for 1968. Income of \$33,530 for sale of publications in 1967 includes a non-recurring amount due to the emission and sale of the Kennedy Round Protocol during that period.

6. On the maturity of Can\$60,000 in Canadian Bonds a loss of approximately US\$5,000 is expected as a result of the devaluation of the Canadian dollar since the purchase of the Bonds in 1954. Based on past experience, a profit on exchange of \$3,000 is envisaged for other transactions, resulting in an anticipated overall loss on exchange of \$2,000 in 1969.

<sup>1</sup> Since it is not possible at the time of preparing these estimates to forecast the level of refund which may accrue to the Organization, the credit to income in this item is shown pro memoria.

7. Other income is estimated at \$5,000 for 1969, as compared to the budgeted amount of \$3,500 for 1968. The amount of \$30,776 for other income in 1967 included \$12,950 for reimbursement of staff costs for services rendered, \$6,600 for funds received for administrative overhead costs relating to a training course and other non-recurring items (approximately \$4,000) for work done for delegations by the secretariat in connexion with the Kennedy Round Protocol. Although a grant has also been received in 1968 for administrative overhead costs of a training course, no provision has been made under this heading for 1969 due to the contingent nature of the grant.

Transfer from Surplus Account

8. The transfer of \$60,000 from the Surplus Account will be the subject of a separate document.

APPENDIX I

SALARY SCALES FOR THE PROFESSIONAL CATEGORY AND ABOVE  
SHOWING ANNUAL GROSS AND NET SALARIES AFTER APPLICATION  
OF STAFF ASSESSMENT EFFECTIVE 1 JANUARY 1966

(in US dollars)

Step	Grade								
		P.1	P.2	P.3	P.4	P.5	D.1	D.2	Ungraded
I	Gross	6,920	9,050	11,270	13,900	17,400	20,000	24,050	34,000
	Net	5,690	7,287	8,889	10,730	13,110	14,800	17,430	23,300
II	Gross	7,200	9,360	11,630	14,330	17,900	20,650	24,700	43,000
	Net	5,900	7,520	9,141	11,031	13,435	15,222	17,820	28,100
III	Gross	7,480	9,670	11,990	14,760	18,400	21,300	25,350	
	Net	6,110	7,752	9,393	11,332	13,760	15,645	18,210	
IV	Gross	7,760	9,980	12,350	15,190	18,900	21,950	26,000	
	Net	6,320	7,985	9,645	11,633	14,085	16,067	18,600	
V	Gross	8,040	10,290	12,710	15,620	19,400	22,600		
	Net	6,530	8,203	9,897	11,934	14,410	16,490		
VI	Gross	8,320	10,600	13,070	16,050	19,900	23,250		
	Net	6,740	8,420	10,149	12,232	14,735	16,912		
VII	Gross	8,600	10,910	13,430	16,480	20,400	23,900		
	Net	6,950	8,637	10,401	12,512	15,060	17,335		
VIII	Gross	8,880	11,220	13,790	16,910	20,900			
	Net	7,160	8,854	10,653	12,791	15,385			
IX	Gross	9,160	11,530	14,150	17,340	21,400			
	Net	7,370	9,071	10,905	13,071	15,710			
X	Gross	9,440	11,840	14,510	17,770	21,900			
	Net	7,580	9,288	11,157	13,350	16,035			
XI	Gross		12,150	14,870	18,200				
	Net		9,505	11,409	13,630				
XII	Gross			15,230	18,630				
	Net			11,661	13,909				
XIII	Gross			15,590					
	Net			11,913					

APPENDIX II

SCALES OF POST ADJUSTMENTS

CLASS 2

(Effective 1 November 1967)

(in US dollars)

Step		Grade							
		P.1	P.2	P.3	P.4	P.5	D.1	D.2	Ungraded
I	D	504	648	768	936	1,128	1,248	1,392	1,632
	S	336	432	512	624	752	832	928	1,088
II	D	528	672	792	960	1,152	1,272	1,416	
	S	352	448	528	640	768	848	944	
III	D	528	672	816	984	1,176	1,296	1,440	
	S	352	448	544	656	784	864	960	
IV	D	552	696	840	1,008	1,200	1,320	1,464	
	S	368	464	560	672	800	880	976	
V	D	576	720	864	1,032	1,224	1,344		
	S	384	480	576	688	816	896		
VI	D	600	744	888	1,056	1,248	1,368		
	S	400	496	592	704	832	912		
VII	D	600	744	912	1,080	1,272	1,392		
	S	400	496	608	720	848	928		
VIII	D	624	768	936	1,104	1,296			
	S	416	512	624	736	864			
IX	D	648	792	960	1,128	1,320			
	S	432	528	640	752	880			
X	D	672	816	984	1,152	1,344			
	S	448	544	656	768	896			
XI	D		840	1,008	1,176				
	S		560	672	784				
XII	D			1,032	1,200				
	S			688	800				
XIII	D			1,056					
	S			704					

Note: Rates per annum  
D = family rates  
S = single rates

APPENDIX III

SALARY SCALES FOR GENERAL SERVICE CATEGORY SHOWING  
ANNUAL GROSS AND NET SALARIES AFTER APPLICATION  
OF STAFF ASSESSMENT EFFECTIVE 1 JANUARY 1968

(in Swiss francs)

Step		Grade						
		G.1	G.2	G.3	G.4	G.5	G.6	G.7
I	Gross	15,701	16,943	18,415	20,480	22,404	24,825	27,904
	Net	13,857	14,850	15,971	17,520	18,963	20,779	23,088
II	Gross	16,226	17,553	19,205	21,391	23,404	25,937	29,283
	Net	14,277	15,325	16,564	18,203	19,713	21,613	24,122
III	Gross	16,751	18,187	19,996	22,301	24,404	27,049	30,661
	Net	14,697	15,800	17,157	18,836	20,463	22,447	25,156
IV	Gross	17,276	18,820	20,787	23,212	25,404	28,161	32,040
	Net	15,117	16,275	17,750	19,569	21,213	23,281	26,190
V	Gross	17,836	19,453	21,577	24,123	26,404	29,273	33,419
	Net	15,537	16,750	18,343	20,252	21,963	24,115	27,224
VI	Gross	18,396	20,087	22,368	25,033	27,404	30,385	34,797
	Net	15,957	17,225	18,936	20,935	22,713	24,949	28,258
VII	Gross	18,956	20,720	23,159	25,944	28,404	31,497	36,176
	Net	16,377	17,700	19,529	21,618	23,463	25,783	29,292
VIII	Gross	19,516	21,353	23,949	26,855	29,404	32,609	37,555
	Net	16,797	18,175	20,122	22,301	24,213	26,617	30,326
IX	Gross	20,076	21,987	24,740	27,765	30,404	33,721	38,933
	Net	17,217	18,650	20,715	22,984	24,963	27,451	31,360
X	Gross	20,636	22,620	25,531	28,676	31,404	34,833	40,312
	Net	17,637	19,125	21,308	23,667	25,713	28,285	32,394
XI	Gross	21,196	23,253	26,321	29,587	32,404	35,945	41,691
	Net	18,057	19,600	21,901	24,350	26,463	29,119	33,428



APPENDIX IV

DRAFT SCALE OF CONTRIBUTIONS FOR 1969

(in US dollars)

Country	Percentage <sup>1</sup>	Provisional 1969 contributions	1968 contributions
<u>Contracting parties</u>			
Argentina	0.75	24,300	25,260
Australia	1.97	63,830	63,790
Austria	1.11	35,960	35,370
Barbados	0.12	3,890	3,790
Belgium	3.56	115,340	113,370
Brazil	0.87	28,190	27,790
Burma	0.12	3,890	4,110
Burundi	0.12	3,890	3,790
Cameroon	0.12	3,890	3,790
Canada	5.61	181,760	169,270
Central African Republic	0.12	3,890	3,790
Ceylon	0.21	6,800	7,260
Chad	0.12	3,890	3,790
Chile	0.39	12,640	13,260
Congo (Brazzaville)	0.12	3,890	3,790
Cuba	0.45	14,580	15,160
Cyprus	0.12	3,890	3,790
Czechoslovakia	1.63	52,810	52,740
Dahomey	0.12	3,890	3,790
Denmark	1.54	49,900	49,580
Dominican Republic	0.12	3,890	3,790
Finland	0.90	29,160	29,050
France	6.50	210,600	205,900
Gabon	0.12	3,890	3,790
Gambia	0.12	3,890	3,790
Germany, Federal Republic	10.61	343,760	335,060
Ghana	0.18	5,830	6,320
Greece	0.45	14,580	13,890
Guyana	0.12	3,890	3,790
Haïti	0.12	3,890	3,790
Iceland	0.12	3,890	3,790
India	1.26	40,820	43,900
Indonesia	0.37	11,990	12,950
Ireland	0.49	15,870	-2
Israël	0.37	11,990	12,320
Italy	4.67	151,310	142,430
Ivory Coast	0.16	5,180	5,050
Jamaica	0.15	4,860	5,050

Country	Percentage <sup>1</sup>	Provisional 1969 contributions	1968 contributions
<u>Contracting parties (cont'd)</u>			
Japan	5.46	176,900	162,010
Kenya	0.16	5,180	5,050
Korea	0.27	8,750	6,950
Kuwait	0.47	15,230	15,790
Luxemburg	0.31	10,040	9,790
Madagascar	0.12	3,890	3,790
Malawi	0.12	3,890	3,790
Malaysia	0.66	21,380	22,110
Malta	0.12	3,890	3,790
Mauritania	0.12	3,890	3,790
Netherlands, Kingdom of the	4.57	148,070	146,850
New Zealand	0.58	18,790	20,210
Nicaragua	0.12	3,890	3,790
Niger	0.12	3,890	3,790
Nigeria	0.41	13,280	13,890
Norway	1.14	36,930	35,050
Pakistan	0.45	14,580	14,530
Peru	0.42	13,610	13,580
Poland	1.42	46,010	45,160
Portugal	0.70	22,680	21,790
Rhodesia	0.18	5,830	6,630
Rwanda	0.12	3,890	3,790
Senegal	0.12	3,890	3,790
Sierra Leone	0.12	3,890	3,790
South Africa	1.25	40,500	39,470
Spain	1.30	42,120	38,840
Sweden	2.49	80,670	79,270
Switzerland	2.02	65,450	64,740
Tanzania	0.13	4,210	4,110
Togo	0.12	3,890	3,790
Trinidad and Tobago	0.24	7,770	8,210
Turkey	0.33	10,690	10,420
Uganda	0.12	3,890	3,790
United Kingdom of Great Britain and Northern Ireland	10.01	324,320	333,170
United States of America	16.03	519,370	502,750
Upper Volta	0.12	3,890	3,790
Uruguay	0.12	3,890	3,790
Yugoslavia	0.77	24,950	23,680

Country	Percentage <sup>1</sup>	Provisional 1969 contributions	1968 contributions
<u>Associated Governments</u>			
Cambodia	0.12	3,890	3,790
Tunisia	0.12	3,890	3,790
United Arab Republic	0.43	13,930	15,160
	100.00	3,240,000	3,158,000

<sup>1</sup>For a number of territories it has not been possible to obtain 1967 trade figures; in these cases the trade figures for the last three available years have been applied.

<sup>2</sup>1968 contribution of \$15,790 assessed during the financial year.

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