

GENERAL AGREEMENT ON
TARIFFS AND TRADE

RESTRICTED

L/3222

15 July 1969

Limited Distribution

BUDGET ESTIMATES

FOR

THE FINANCIAL YEAR 1970

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BUDGET ESTIMATES FOR THE FINANCIAL YEAR 1970

Introduction

1. The Director-General herewith submits his budget proposals concerning the expenses and income for the secretariat for 1970.
2. While the form and presentation used for the 1969 and previous budget estimates has been broadly maintained for 1970, more information is provided with regard to resources required for the implementation of the work programme and detailed justification is provided for all items for which increases are proposed as requested by the Committee on Budget, Finance and Administration at its 1968 session. In particular additional information on all temporary assistance items is given in Appendix IV.
3. As regards the International Trade Centre UNCTAD/GATT, the same procedure has been adopted as for the 1969 budget estimates. The Centre 1970 budget estimates, with the concurrence of the Secretary-General of the United Nations, have been distributed as a separate document (ITC/AG/8) by the Secretary-General of UNCTAD and the Director-General of GATT. The estimates will be examined by both organizations. The report of the United Nations Advisory Committee on Administrative and Budgetary Questions, which examined the estimates during its summer session, will be made available to the GATT Committee on Budget, Finance and Administration. The contribution to be paid to the International Trade Centre through the GATT budget has been kept at the 1968/69 level and provision has been made for it under Part IV of this budget.
4. The estimates of expenditure are based on the expected workload for 1970 arising from the continued implementation and, it is to be hoped, acceleration of the work programme adopted by the CONTRACTING PARTIES at their twenty-fifth session in November 1968 (BISD, Sixteenth Supplement, pages 12-15).
5. In the light of the work programme and of the progress so far made, and subject to any decisions concerning the programme the CONTRACTING PARTIES or the Council may take in the coming months, it is anticipated that the number of meetings and the work involved for the secretariat in the servicing of such meetings will be at least as great in 1970 as in 1969. This is particularly so in the case of the Committee on Trade in Industrial Products, the Agriculture Committee and the Committee on Trade and Development which can be expected to put an increasing burden on the resources of the secretariat as their work moves forward. The implementation of the work programme, to which must be added the normal day-to-day activities of the secretariat, including those connected with particular trade problems of individual contracting parties, the servicing of bodies of the CONTRACTING PARTIES other than the main committees referred to above and the regular provision of documentation, data, statistics, analyses, in support of all the activities of the CONTRACTING PARTIES, will represent a considerable workload for the secretariat in 1970.

6. In submitting his budget proposals the Director-General has sought to reconcile on the one hand the resources needed for the implementation of the activities described above and on the other hand the views of member States that stringent financial limitations need to be observed.

7. In this connexion he has followed past policy which aims at consolidating the secretariat's permanent establishment around its present level, and has sought through redeployment to make the best use of available staff. Whenever doubts exist as to the permanent need for a particular reinforcement the method of temporary assistance has been chosen to supplement the secretariat's resources, so as to avoid unnecessary inflation of the secretariat's permanent establishment. This will enable the Director-General to judge, in the light of future developments, how far full integration of such temporary assistance could be justified. While as a result of this policy it has proved unavoidable on the one hand to increase substantially the provision for temporary assistance for 1970, the policy may save the CONTRACTING PARTIES considerable expense on common staff costs in the long run.

8. His experience of the secretariat after more than one year in office has further strengthened the Director-General's opinion that the secretariat should be kept as small as commensurate with the tasks entrusted to it by the CONTRACTING PARTIES.

9. Only four new posts are requested. Two are General Service posts and two are Professional - one in Languages Division and one senior post required to strengthen the Department of Trade and Development. These additions will provide the secretariat with a total establishment of 199 posts in 1970. It will continue to be one of the smallest international secretariats, particularly bearing in mind the world-wide importance of the organization it serves.

10. Total expenditure is estimated at \$3,700,000 representing a net increase over the approved 1969 expenditure budget of \$335,500 or 9.97 per cent. This percentage would have been 9.5 per cent had it not been necessary to postpone the 1969 session of the CONTRACTING PARTIES until February 1970 necessitating provision for two sessions in 1970 instead of one (a corresponding saving will of course accrue to the 1969 budget). Of the total increase approximately \$245,000 or 7.28 per cent represents unavoidable increases due to general inflationary factors such as higher salaries and wages for staff and higher prices for essential supplies and services. 0.59 per cent represents provision for (a) insurance against the organization's liabilities under Appendix D of the staff regulations concerning compensation to be paid in case of service-incurred illness or injury and (b) the establishment of a new glossary for the Languages Division.

11. Only 0.78 per cent is due to the inclusion of the four new posts and 0.18 per cent to regradings. The balance is made up by the increase in the cost of the Tariff Study agreed on in 1967 (0.40 per cent) and by minor increases and decreases.

12. The increases and decreases can be summarized as follows:

(a) Increases in prices and costs:

- Staff costs (regular salary increments, post adjustments classification, adjustment of professional and general service category salaries, temporary assistance, etc.)	\$207,500	
- Regradings	\$ 6,100	
- Insurance against the Organization's liabilities under Appendix D of the Staff Rules (net effect)	\$ 10,700	
- Printing	\$ 4,000	
- Reproduction and distribution of documents	\$ 22,000	
- Common services and equipment	<u>\$ 12,225</u>	\$262,525

(b) Net increase in programmes and activities:

- New posts	\$ 26,300	
- Temporary assistance and consultants	\$ 73,900	
- Travel	(\$ 2,000)	
- Others	<u>(\$ 3,000)</u>	\$ 95,200

(c) Net effect of decreases:

- Buildings	(\$ 12,225)	
- Others	<u>(\$ 10,000)</u>	<u>(\$ 22,225)</u>
		<u>\$335,500</u>

13. The grading of Professional and General Service posts has again been most carefully considered in the course of the regular annual grading review resulting in proposals for the regrading of four posts in the Professional category and seventeen posts in the General Service category. In proposing these regradings the Director-General has not been unmindful of the comments made last year on this subject by some members of the Committee on Budget, Finance and Administration. He wishes, however, to reiterate the views he expressed on that occasion to the effect that the CONTRACTING PARTIES are, in the final analysis, faced with the choice of quality versus quantity. GATT's policy has been over the years, and continues to be, that in this choice quality is to be clearly preferred. Quality, however, must be rewarded in one way or another, and with few new posts and a

relatively small turnover, judicial regradings represent the only opportunity of providing some reward for the most efficient and, therefore, of keeping them in the service of the GATT. It should be stressed that the number of regradings also reflects, to a large extent, the impact of the International Trade Centre on the duties and responsibilities of a number of GATT secretariat officials and out of a total number of twenty-one regradings, eleven are in fact directly related to such International Trade Centre responsibilities which have been superimposed on the responsibilities the officials concerned have vis-à-vis the GATT secretariat. The considerably increased International Trade Centre activities, as shown in the 1970 International Trade Centre budget estimates (document ITC/AG/8), are bound to increase further the burden on those parts of the GATT secretariat directly responsible for its supervision, administration and servicing.

14. The justifications for the new posts and regradings are set out in detail in Annex C.

15. The estimates provide for two sessions of the CONTRACTING PARTIES of approximately two weeks each to be held in the spring and autumn of 1970. As regards meetings of the Council, committees, panels, working groups etc., the 1969 approved figures, slightly decreased to take into account lower costs for rental of meeting rooms due to the availability of a conference room in the Villa La Bocage, are maintained in view of the fact that no accurate programme of meetings can be established in advance.

16. Provision of \$56,000 has been made for the continuation of the Tariff Study agreed to by the CONTRACTING PARTIES at their twenty-fourth session. Details of this expenditure are given in Part II, Section 1 (ii) - Temporary Assistance; Section 3 (ix) - Other Services and Miscellaneous Expenditure; and Section 4 - Printing. The provision includes an amount of \$1,000 to enable the secretariat to study the possibility of establishing and keeping up-to-date a Tariff Data Bank on the basis of data collected for the Tariff Study.

17. Provision has been made in the budget estimates for the payment of a premium to cover the organization's liabilities under Appendix D of the Staff Rules, according to which the organization is committed to indemnify its staff members or their eligible dependents in the event of service-incurred accidents resulting in death or disability. A separate document will be circulated on this matter.

18. Provision has been made for the reimbursement of the fifth and last instalment of \$30,015 to FIPOI in respect of the $3\frac{1}{2}$ per cent loan granted for the financing of the second Annex which consequently will have been fully reimbursed in 1970.

19. The Director-General proposes that the 1968 surplus, amounting to \$91,595 be taken as income towards the 1970 expenditure.

20. The estimate for miscellaneous income has been set at \$108,405 as against an estimate of \$75,657 for 1969.

21. On the basis of the proposed expenditure budget for 1970, the recommendation contained in paragraph 19 and the estimate provided in paragraph 20 above, an amount of \$3,500,000 is to be assessed on the contracting parties in the form of contributions.

22. 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 1970 in Appendix V.

ANNEX 4

SUMMARY OF 1970 EXPENDITURE ESTIMATES

PART I: <u>MEETINGS</u>		<u>Amount in US dollars</u>
<u>Section</u>		
1	Twenty-sixth session of the CONTRACTING PARTIES	17,000
2	Twenty-seventh session of the CONTRACTING PARTIES	17,000
3	Meetings of the Council and other meetings	<u>44,000</u>
Total Part I:		78,000
PART II: <u>SECRETARIAT</u>		
<u>Section</u>		
1	Salaries and wages and official travel	1,984,500
2	Common staff costs	528,600
3	Common services	252,100
4	Printing	65,000
5	Representation and hospitality	15,000
6	Permanent equipment	<u>25,185</u>
Total Part II:		2,870,385
PART III: <u>BUILDINGS</u>		
<u>Section</u>		
1	Annuity to FIPOI in respect of Second Annex	30,015
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><u>3,700,000</u></u>

ANNEX B

DETAILED SCHEDULES OF 1970 EXPENDITURE ESTIMATES

	<u>1968</u> <u>Expenditure</u> <u>US\$</u>	<u>1969</u> <u>Budget</u> <u>US\$</u>	<u>1970</u> <u>Estimates</u> <u>US\$</u>
PART I: <u>MEETINGS</u>			
Section 1 - <u>Twenty-Sixth Session of the CONTRACTING PARTIES</u>			
(i) Temporary assistance (including overtime)	20,505	17,000	14,000
(ii) Travel and subsistence of temporary staff	1,082	1,000	750
(iii) Rental of meeting rooms and additional office space	1,965	4,500	2,000
(iv) Other services	<u>145</u>	<u>500</u>	<u>250</u>
Total Section 1:	<u>23,697</u>	<u>23,000</u>	<u>17,000</u>
Section 2 - <u>Twenty-Seventh Session of the CONTRACTING PARTIES</u>			
(i) Temporary assistance (including overtime)	-	-	14,000
(ii) Travel and subsistence of temporary staff	-	-	750
(iii) Rental of meeting rooms and additional office space	-	-	2,000
(iv) Other services	<u>-</u>	<u>-</u>	<u>250</u>
Total Section 2:	<u>-</u>	<u>-</u>	<u>17,000</u>
Section 3 - <u>Meetings of the Council and other Meetings</u>			
(i) Temporary assistance (including overtime)	56,238	35,000	35,000
(ii) Travel and subsistence of temporary staff	2,249	1,200	2,000
(iii) Rental of meeting rooms and additional office space	7,004	13,500	6,700
(iv) Other services	<u>77</u>	<u>300</u>	<u>300</u>
Total Section 3:	<u>65,568</u>	<u>50,000</u>	<u>44,000</u>
Total Part I:	<u>89,265</u>	<u>73,000</u>	<u>78,000</u>

	<u>1968</u> <u>Expenditure</u> <u>US\$</u>	<u>1969</u> <u>Budget</u> <u>US\$</u>	<u>1970</u> <u>Estimates</u> <u>US\$</u>
PART II: <u>SECRETARIAT</u>			
Section 1 - <u>Salaries and Wages and Official Travel</u>			
(i) Established posts	1,446,689	1,606,000	1,793,000
(ii) Temporary assistance (including overtime)	79,218	55,000	120,000
(iii) Consultants	6,773	12,000	25,500
(iv) Travel:			
(a) Travel on official business	25,279	43,000	40,000
(b) Technical assistance travel	<u>5,413</u>	<u>5,000</u>	<u>6,000</u>
Total Section 1:	<u>1,563,372</u>	<u>1,721,000</u>	<u>1,984,500</u>
Section 2 - <u>Common Staff Costs</u>			
(i) Installation grants	5,161	9,000	7,000
(ii) Travel and removal expenses of staff and their dependants	20,922	20,000	17,000
(iii) Separation payments	13,735	12,000	12,000
(iv) Contributions to the United Nations Joint Staff Pension Fund	231,917	265,000	295,000
(v) Repatriation grants	22,764	12,000	18,000
(vi) Travel on home leave	20,126	36,000	40,000
(vii) Family allowances, education grants and related travel:			
(a) Family allowances	65,369	71,500	76,500
(b) Education grants and related travel	21,346	27,000	34,000
(viii) Joint services	7,730	9,300	9,500
(ix) Other common staff costs	<u>15,953</u>	<u>13,500</u>	<u>19,600</u>
Total Section 2:	<u>425,023</u>	<u>480,300</u>	<u>528,600</u>

	<u>1968</u> <u>Expenditure</u> <u>US\$</u>	<u>1969</u> <u>Budget</u> <u>US\$</u>	<u>1970</u> <u>Estimates</u> <u>US\$</u>
Section 3 - Common Services			
(i) Cables and telephone communications	2,922	4,000	3,700
(ii) Freight and cartage	1,826	1,400	2,000
(iii) Books and information material	4,550	5,000	6,500
(iv) Rental and maintenance of premises and equipment:			
(a) Rent	4,674	4,700	4,700
(b) Electricity	3,249	3,500	4,000
(c) Water supply	564	400	800
(d) Heating	3,205	3,000	3,000
(e) Telephone (rental and local calls)	2,934	4,000	4,000
(f) Insurance premiums	2,295	2,800	13,500
(g) Cleaning materials	517	400	600
(h) Maintenance expenditure	8,932	11,000	14,500
(i) Casual labour	23,673	22,000	26,200
(j) Maintenance of service cars	621	1,100	1,100
(v) Postal services	24,687	25,000	25,000
(vi) Stationery and office supplies	12,764	14,000	14,000
(vii) Reproduction and distribution of documents	31,265	77,000	99,000
(viii) External audit	1,250	1,500	2,500
(ix) Other services and miscellaneous expenditure	<u>10,258</u>	<u>42,000</u>	<u>27,000</u>
Total Section 3:	<u>190,786</u>	<u>222,800</u>	<u>252,100</u>
Section 4 - Printing			
	<u>70,322</u>	<u>64,000</u>	<u>65,000</u>

	<u>1968</u> <u>Expenditure</u> <u>US\$</u>	<u>1969</u> <u>Budget</u> <u>US\$</u>	<u>1970</u> <u>Estimates</u> <u>US\$</u>
Section 5 - <u>Representation and Hospitality</u>	9,620 =====	15,000 =====	15,000 =====
Section 6 - <u>Permanent Equipment</u>	49,556 =====	24,560 =====	25,185 =====
Total Part II:	2,309,179 =====	2,527,660 =====	2,870,385 =====
PART III: <u>BUILDINGS</u>			
Section 1 - <u>Annuity to FIPOI in Respect of Second Annex</u>	32,045 =====	31,030 =====	30,015 =====
PART IV: <u>INTERNATIONAL TRADE CENTRE UNCTAD/G.I.T.T</u>			
Section 1 - <u>Contribution to the International Trade Centre UNCTAD/G.I.T.T</u>	730,140 ^{1/} =====	671,600 =====	671,600 =====
PART V: <u>UNFORESEEN EXPENDITURE</u>			
Section 1 - <u>Unforeseen Expenditure</u>	- =====	50,000 =====	50,000 =====
Grand Total	3,160,629 ^{2/} =====	3,353,290 ^{3/} =====	3,700,000 =====

^{1/} Including United Nations contribution of \$90,000.

^{2/} Excluding 1968 Working Capital Fund reimbursement of \$85,913 and 1968 Annuity to Canton of Geneva of \$23,148. Total 1968 expenditure \$3,269,690.

^{3/} Excluding 1969 Annuity to Canton of Geneva of \$11,210. Total 1969 budget \$3,364,500.

ANNEX C

EXPLANATORY NOTES ON 1970 EXPENDITURE ESTIMATES

PART I: MEETINGS

Section 1 - Twenty-Sixth Session of the CONTRACTING PARTIES\$17,000

1967 Expenditure	:	(2½ week session)	\$23,466
1968 Expenditure	:	(three week session)	\$23,697
1969 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 two weeks and that the session will be held in Geneva in February.

(i) Temporary assistance (including overtime), - \$14,000

1967 Expenditure	:	\$19,665
1968 Expenditure	:	\$20,505
1969 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 (50 man/days), revisers (30 man/days), translators (50 man/days), stenographers, transcribers, typists, messengers and drivers (200 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 - \$750

1967 Expenditure	:	\$ 745
1968 Expenditure	:	\$1,082
1969 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 - \$2,000

1967 Expenditure	:	\$2,789
1968 Expenditure	:	\$1,965
1969 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 - \$250

1967 Expenditure	:	\$267
1968 Expenditure	:	\$145
1969 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 - Twenty-Seventh Session of the CONTRACTING PARTIES \$17,000

The estimate for the twenty-seventh session has been based on the assumption that the CONTRACTING PARTIES will meet in a session of two weeks and that the session will be held in Geneva in the autumn. The same provision has been included as for the twenty-sixth session; details are as follows:

	<u>1970</u> <u>Estimates</u> <u>US\$</u>
(i) Temporary assistance (including overtime)	14,000
(ii) Travel and subsistence of temporary staff	750
(iii) Rental of meeting rooms and additional office space	2,000
(iv) Other services	<u>250</u>
	<u>17,000</u> <u>=====</u>

Section 3 - Meetings of the Council and other Meetings \$44,000

As it is not possible at present to establish a final programme of meetings for 1970, it is proposed to maintain the same figures as approved for 1969. The provision for rental of meeting rooms and additional office space has however been decreased to take into account the availability of a conference room in the Villa Le Bocage.

Details are as follows:

	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>
	<u>Expenditure</u>		<u>Budget</u>	<u>Estimates</u>
	<u>US\$</u>	<u>US\$</u>	<u>US\$</u>	<u>US\$</u>
(i) Temporary assistance (including overtime)	10,276	56,238	35,000	35,000
(ii) Travel and subsistence of temporary staff	476	2,249	1,200	2,000
(iii) Rental of meeting rooms and additional office space	3,243	7,004	13,500	6,700
(iv) Other services	<u>103</u>	<u>77</u>	<u>300</u>	<u>300</u>
	<u>14,098</u>	<u>65,568</u>	<u>50,000</u>	<u>44,000</u>

PART II: SECRETARIAT

Section 1 - Salaries and Wages and Official Travel \$1,984,500

(i) Established posts - \$1,793,000

1967 Expenditure : \$1,367,509
1968 Expenditure : \$1,446,689
1969 Budget : \$1,606,000

The total number of posts proposed for 1970 is 199, of which two are ungraded, 85 are professional and above and 112 are general service posts (see Manning Table on page 24). The estimate provides for the following payments:

Ungraded and professional posts:

Director-General's and Deputy Director-General's remuneration as set by the CONTRACTING PARTIES on 1 April 1966 (appendix I page 42);

Salaries for professional category and above as per salary scales effective from 1 January 1969 (appendix I page 42);

Post adjustment as per scale Class 2 effective 1 May 1969 (appendix II page 43).

General service category posts:

Salaries as per salary scales effective 1 January 1969 (appendix III page 44); adjustment of these scales by 3.90 per cent as from 1 November 1969 and an additional 3.90 per cent as from 1 May 1970 in accordance with agreed procedures;

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 \$187,000, as compared with the 1969 approved credit of \$1,606,000, is accounted for by:

(a)	the creation of new posts (a delayed recruitment deduction of 50 per cent has been applied for professional posts and 20 per cent for general service posts):	
(i)	2 professional posts	\$13,700
(ii)	2 general service posts	<u>\$ 7,400</u>
		\$ 21,100
(b)	the regrading of four professional and seventeen general service posts	\$ 5,100
(c)	the effect in 1970 of the professional category salary scales adjustment effective 1 January 1969	\$ 47,500
(d)	the projection for a full year of the change in post adjustment classification from Class 1 to Class 2 (budgeted in the 1969 estimates as from March 1969)	\$ 7,000
(e)	the additional adjustment of the general service category salary scales effective 1 January 1969 not budgeted in the 1969 estimates	\$ 18,000
(f)	the adjustment of the general service category salary scales effective 1 November 1969	\$ 21,800
(g)	the adjustment of the general service category salary scales effective 1 May 1970	\$ 15,500
(h)	the retardation factor for new posts established in 1969	\$ 8,700
(i)	the regular salary increments	\$ 38,100
(j)	the language allowance adjustment	\$ 1,400
(k)	appointments made at a higher salary level than that provided in the 1969 budget	<u>\$ 2,800</u>
		\$187,000
		=====

NEW POSTS

Department of Trade and Development

Development Division

1 Counsellor, P.5

At the present time there is no post at this level in the Development Division. This means, inter alia, that the Director has to involve himself in much greater detail with the preparation of documents and the day-to-day routine work of the Division than can reasonably be expected. This results in the Director being unable to give attention to the development of new ideas and initiatives and to the maintenance of contacts with delegations which is expected from an officer at his level. The appointment of a P.5 officer should also help the Director to more effectively co-ordinate the work of the Division and to give greater attention to the overall development of the work programme.

Department of Conference Affairs and Administration

Administrative and Financial Division

Stenographic and Typing Section

2 Stenographers, G.3

English Pool

Workload statistics over 1968 and the first six months of 1969 and the extensive use of temporary assistance on a continuing basis have shown the necessity of establishing two additional stenographer posts in the English Pool. On an average three temporary staff were engaged on short-term appointments in the English Pool all through 1968 which number, by the present proposal, would be correspondingly reduced.

Languages Division

1 Translator, P.3

The addition of one translator post (French) is justified on the basis of the workload statistics in 1968 and the first six months of 1969 and by the extensive use of temporary French translators on a continuing basis.

REGRADINGS

Office of the Director-General

External Relations Section

Administrative Assistant G.7
to Administrative Officer P.1

The incumbent of this post, who has been with the GATT since 1949, is in the main responsible for organizing the implementation of the In-Service Training Course and the supervision of the execution of the programme. Her duties include the following:

1. Handling of the relationship with the appropriate branches of the United Nations (OTC, TAO, UNDP) in Geneva and New York, drafting of the relevant correspondence and discussion of details referring to approval of candidatures, granting of fellowships, etc.;
2. Drafting of the correspondence with Governments in connexion with the organization of the Trade Policy Courses under GATT exclusive or joint responsibility, such as invitations, questions relating to candidatures and their acceptance or rejection;
3. Assisting in the material running of the course; looking after the attendance, punctuality and general discipline of the trainees; collaborating in the co-ordination of the participation of the lecturers;
4. Advising the fellows in Geneva, in collaboration with the United Nations, on problems of accommodation, dispositions for their lodging, and general welfare;
5. Looking after all material arrangements concerning the courses (conference room, offices, equipment, supplies, etc.); collaborating in the planning of the study tours in Switzerland and abroad (travel arrangements, financial implications, visas, lodging, etc.); accompanying the trainees on their study tours and supervising the execution of the appropriate organizational aspects; drafting reports on these study tours;
6. Organizing and keeping up-to-date a follow-up relationship with former trainees.

Information and Library Service

Clerk-Stenographer
from G.3 to G.4

The secretarial work of the Service is performed by two clerks, one graded at G.3 and the other at G.4.

These two staff members have the same responsibilities (typing work, registration, checking and distribution of mail, filing of correspondence, reception of visitors, distribution of publications, attending to telephone requests and enquiries, maintenance up-to-date of the address lists). Both have to be bilingual. It is proposed, for reasons of equity as well as because of the duties concerned, to regrade the G.3 post to G.4.

Registry

Clerk
from G.3 to G.4

The Registry consists of three posts graded G.7, G.5 and G.3 respectively.

It is proposed that the G.3 post, on whose incumbent increased demands are made and who performs the work of the G.5 clerk during periods of authorized absence, be regraded to G.4.

Department of Trade and Development

Trade Intelligence Division

Clerk-Stenographer G.3
to Secretary G.4

The incumbent of this post acts as bilingual secretary to the Chief Statistician. In view of the multilingual nature of the Section's work, it is important that a bilingual secretary be made available to the Section.

Department of Trade Policy

Administrative Assistant G.7
to Administrative Officer P.1

The incumbent of this post who has been with GATT since 1952 is responsible for organization of the work of the general service staff of the Department, i.e. their training, assignment to various officers, divisions, committees, as work requires.

In order to efficiently fulfil her duties, the incumbent of the post must see all Departmental in-coming and out-going correspondence and documents, and, generally speaking, understand and follow all aspects of the work of the Department. She advises and helps officers in connexion with the organization of the administrative side of their work. She follows-up on the reproduction and despatch of documentation. These responsibilities are of particular importance during high-level meetings when the very prompt reproduction of documents has to be achieved through emergency procedures. She must be able to put into French notes or letters when such translation is required quickly.

Secretary
from G.4 to G.5

The incumbent of this post acts as bilingual secretary to the Head of the Department. The increased workload and responsibilities of the Department require that the office be staffed by a secretary with a great deal of initiative, with the ability to keep a well-organized office and to work quickly and well under pressure.

General Division

Clerk-Stenographer G.3
to Secretary G.4

The incumbent of this post acts as bilingual secretary to the Director of the Division. In addition to secretarial tasks the incumbent maintains contacts with delegations, answers enquiries and makes arrangements for meetings.

Department of Conference Affairs, Liaison and Administration

Conference Affairs Division

Documents Officer
from P.1 to P.2

Since this post was regraded from G.7 to P.1 in 1965 the amount of documentation supervised by the incumbent has doubled due largely to the rapid expansion of the International Trade Centre. With the additional work arising from the Tariff Study it appears that in 1970 it will increase further. The Documents Officer occupies a key position in the system for ensuring the speediest possible processing and distribution service and maintains the closest liaison with the Divisional Director, particularly on all problems of priorities, with the officers of Divisions submitting work for processing, and also with the Languages Division, the Chiefs of the Stenographic and Typing and the Documents Reproduction Sections, and the Heads of the Reproduction and Distribution Services of the United Nations. In addition the incumbent is required to make a final check for errors in documents as regards symbols, dates, reference numbers, etc., and consistency in these matters between the English, French and Spanish language texts. The task of the GATT Documents Officer cannot be directly compared with those of similar officers in other organizations where the work is split up between sections.

Administrative and Financial Division

Internal Services and Travel Section

Administrative Officer (Chief
of Section) from P.2 to P.3

The duties and responsibilities attached to this post have substantially increased since its grade was established in 1962 which is shown by the following. In 1962 the GATT secretariat counted 110 staff and there was no International Trade Centre. At that time the Internal Services and Travel Section counted 10 staff members. In 1969 the GATT secretariat counted 195 staff members and 79 staff members are serving in the International Trade Centre. The strength of the Internal Services and Travel Section has more than doubled and now counts 21 staff members. On the travel side the GATT and ITC travel programmes have greatly developed and it is estimated that in 1969 roughly 525 travel authorizations will be processed as against 144 in 1962. The present P.2 grading of the post is therefore no longer appropriate.

Senior Clerk G.5
to Administrative Assistant G.7

The incumbent of this post acts as Deputy to the Chief of Section and is responsible under his guidance for the security, liaison, servicing and maintenance of the five GATT and International Trade Centre buildings.

In addition to supervising the messengers, drivers and doorkeepers, the incumbent deals with contractors and workmen for repairs and installations and replaces the Chief of Section in his absence.

Internal Services and Travel
Section (cont'd)

Inventory Clerk from G.4 to G.5

The volume of work and responsibilities of the incumbent have increased greatly during the past four years. The incumbent is in charge of the reception, control and distribution of all supplies and stationery. He is also the keeper of the official inventory which is to be submitted twice a year to the external auditors. As a result of the development of the joint International Trade Centre UNCTAD/GATT his responsibilities have substantially increased.

Sound Operator-Mechanic G.4
to Engineer G.6

The duties of sound operator which had previously been performed by the incumbent of the post Sound Operator-Mechanic G.4 have been carried out, since the beginning of 1969 by a temporary staff member. The incumbent of the post, however, continues to be responsible for the operation of the simultaneous interpretation and recording equipment at GATT meetings. In addition, due to his high degree of technical competence, the maintenance and repairs of all the organization's acoustic equipment (approximately 80 dictaphones, recorders, etc.) have been entrusted to him, as well as other installations and repairs of an electrical nature.

It should be noted that the incumbent had full technical responsibility for the conversion of the Bocage conference room, including the installation of all acoustical and electrical equipment. He continues to be responsible for the efficient functioning of this equipment, its maintenance and repair.

Clerk-Typist G.3
to Secretary G.4

The incumbent of this post acts as bilingual secretary to the Chief of the Section. In addition to secretarial work the incumbent prepares purchase orders, checks invoices, and replaces the Administrative Assistant G.6 during her absence.

Budget and Control Section

Senior Sales Clerk
from G.5 to G.6

Since the transfer of Sale of Publications to the Budget and Control Section, the incumbent has been given increasing independent responsibilities. Under a minimum of supervision, the Senior Sales Clerk is required to make and account for cash sales of publications, prepare billings for publications dispatched, maintain correspondence in English, French and Spanish and to control and maintain records for stocks of publications. The Senior Sales Clerk is also taking a very active part in sales promotion efforts, directed through our sales agents throughout the world.

As a result of the development of the joint International Trade Centre UNCTAD/GATT the work and responsibilities have increased greatly due to the increasing number and wider range of publications. A considerable knowledge of the contents of the publications is also required in order to be able to respond efficiently to requests and enquiries.

Stenographic and Typing Section

Chief of Section from P.1 to P.2
Deputy Chief of Section from G.6 to G.7
English Pool Supervisor from G.5 to G.6
French Pool Supervisor from G.5 to G.6
French Pool Assistant Supervisor
from G.4 to G.5
Spanish Pool Supervisor from G.4 to G.5

In 1970 the Section will consist of 40 posts including Centre supporting posts plus additional staff on temporary assistance. The volume of work and, consequently, the responsibilities of the supervisors of the Stenographic and Typing Section and the individual Pools have greatly increased as a result of the expansion of the GATT and the development of the International Trade Centre UNCTAD/GATT. Substantial additional responsibilities fall on the incumbents of the above posts. In order to strengthen the structure of this vital Section of the Secretariat it is proposed to up-grade the posts concerned accordingly.

Languages Division

Reviser P.4 to Senior Reviser P.5

The Languages Division consists of a nucleus of permanent staff, but the workload has grown to such an extent that a considerable number of short-term staff are constantly employed. These are, of necessity, less experienced translators. There is therefore need for additional supervision and, in the organization's interest, a certain amount of professional training must be given. The greater part of these additional administrative, supervisory and training responsibilities will fall upon the incumbent of this post.

SCHEDULE OF ESTABLISHED POSTS

Year	Professional Category and above										General Service Category							Total
	DG	D2	D1	P5	P4	P3	P2	P1	Sub- Total	G7	G6	G5	G4	G3	G2	Sub- Total		
Office of the Director-General	1969	2	-	2	-	-	1	1	1	7	-	-	-	-	-	-	7	
1970	1970	2	-	2	-	-	1	1	1	7	-	-	-	-	-	-	7	
External Relations Section (inc. In-Service Training Programme)	1969	-	1	-	1	-	-	-	-	2	1	-	1	-	-	2	4	
1970	1970	-	1	-	1	-	-	-	1	3	-	-	1	-	-	1	4	
Information and Library Service	1969	-	-	-	1	-	1	1	1	4	-	-	1	2	3	1	7	
1970	1970	-	-	-	1	-	1	1	1	4	-	-	2	1	3	1	7	
Registry	1969	-	-	-	-	-	-	-	-	-	1	-	1	-	1	-	3	
1970	1970	-	-	-	-	-	-	-	-	-	1	-	1	1	-	3	3	
Department of Trade and Development	1969	-	1	-	1	-	-	-	-	2	-	1	-	1	-	-	4	
1970	1970	-	1	-	1	-	-	-	-	2	-	1	-	1	-	-	4	
Development Division	1969	-	-	1	-	2	4	1	-	8	-	1	-	-	3	1	5	
1970	1970	-	-	1	1	2	4	1	-	9	-	1	-	-	3	1	5	
Trade Intelligence Division	1969	-	-	1	3	1	3	7	-	15	-	4	2	-	3	-	9	
1970	1970	-	-	1	2	2	3	6	-	14	-	4	2	1	1	-	8	
Department of Trade Policy	1969	-	1	-	-	-	-	-	-	1	1	-	-	3	2	-	6	
1970	1970	-	1	-	-	-	-	-	1	2	-	-	1	2	2	-	5	
General Division	1969	-	-	2	1	3	1	1	-	8	1	-	-	-	1	-	2	
1970	1970	-	-	2	1	2	-	1	-	6	1	-	-	1	1	-	3	
Agricultural Division	1969	-	-	1	1	1	1	1	-	5	-	-	-	-	-	-	5	
1970	1970	-	-	1	1	1	1	1	-	5	-	-	-	-	-	-	5	
Special Projects Section	1969	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
1970	1970	-	-	-	1	-	1	1	-	3	-	-	-	-	1	-	4	
Department of Conference Affairs and Administration	1969	-	1	-	-	-	-	-	-	1	-	-	1	-	-	-	2	
1970	1970	-	1	-	-	-	-	-	-	1	-	-	1	-	-	-	2	
Conference Affairs Division	1969	-	-	1	-	4	1	1	2	9	-	-	2	3	1	-	6	
1970	1970	-	-	1	-	4	1	1	2	9	-	-	2	3	-	-	5	

Year	Professional Category and above										General Service Category										Total	
	DG										Sub- Total											Sub- Total
		DDG	D2	D1	P5	P4	P3	P2	P1	Total		G7	G6	G5	G4	G3	G2	Total				
1969	-	-	1	-	-	-	-	-	-	1	-	1	-	-	-	-	-	1	2			
1970	-	-	1	-	-	-	-	-	-	1	-	1	-	-	-	-	-	1	2			
1969	-	-	-	1	-	-	1	-	-	2	-	-	-	2	1	1	-	4	6			
1970	-	-	-	1	-	-	1	-	-	2	-	-	-	2	1	1	-	4	6			
1969	-	-	-	-	-	-	1	-	-	1	-	1	-	1	2	7	6	17	18			
1970	-	-	-	-	-	-	1	-	-	1	1	2	1	1	6	6	17	18				
1969	-	-	-	-	1	-	1	-	-	2	-	1	2	1	-	-	4	6	6			
1970	-	-	-	-	1	-	1	-	-	2	-	2	1	1	-	-	4	6	6			
1969	-	-	-	-	-	-	1	1	-	2	-	1	2	1	-	-	4	6	6			
1970	-	-	-	-	-	-	1	1	-	2	-	1	2	1	-	-	4	6	6			
1969	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1	2	4	4	4			
1970	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1	2	4	4	4			
1969	-	-	-	-	-	-	-	-	1	1	-	1	-	-	-	-	1	2	2			
1970	-	-	-	-	-	-	-	1	-	1	1	-	-	-	-	-	1	2	2			
1969	-	-	-	-	-	-	-	-	-	-	-	-	1	3	6	1	11	11	11			
1970	-	-	-	-	-	-	-	-	-	-	-	-	1	3	8	1	13	13	13			
1969	-	-	-	-	-	-	-	-	-	-	-	-	1	4	9	1	15	15	15			
1970	-	-	-	-	-	-	-	-	-	-	-	1	1	3	9	1	15	15	15			
1969	-	-	-	-	-	-	-	-	-	-	-	-	-	1	4	-	5	5	5			
1970	-	-	-	-	-	-	-	-	-	-	-	-	-	1	4	-	5	5	5			
1969	-	-	1	1	3	7	-	-	-	12	-	1	-	1	1	-	3	15	15			
1970	-	-	1	2	2	8	-	-	-	13	-	1	-	1	1	-	3	16	16			
1969	2	4	10	10	15	20	17	5	83	4	13	16	24	43	12	112	195	195	195			
1970	2	4	10	12	14	22	18	5	87	4	16	17	22	41	12	112	199	199	199			
TOTALS																						

(ii) Temporary assistance (including overtime) - \$120,000

1967 Expenditure	:	\$48,002
1968 Expenditure	:	\$79,218
1969 Budget	:	\$55,000

The following provisions have been made:

(a) \$56,000 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. This amount also includes a provision for overtime payments to regular and temporary staff and covers payment of accrued annual leave to eligible temporary staff whose salaries are charged to this item. As can be seen from the Schedule of Temporary Assistance (Appendix IV on page 45) the 1968 expenditure figures have been taken as the basis for the calculation of 1970 requirements.

(b) \$31,000 for the Tariff Study (1969: \$17,500; 1968: \$8,969) for three man/months of consultants to perform the highly technical work arising from the study of effective rates of protection to be made for the Trade and Development Committee, determining the composition of tariff items in the three main product categories (primary, semi-manufactures and finished manufactures) and obtaining realistic estimates of value added in individual countries as well as other analyses of a similar nature; six man/months of economic analysts on the assumption that it will be necessary to provide the Industrial and Agriculture Committees with approaches and lines for discussion for tariff negotiations on industrial and agricultural products, for the preparation of analyses for a possible attack on tariff peaks and lows in individual product categories and other economic research; twelve man/months of computer programmers to meet needs for programmes that may arise from discussions in the Industrial Committee, such as the incorporation of information about non-tariff barriers on the existing tapes, the identification of tariff peaks and lows in commodity classes distinguished by the degree of processing and elaborating networks of trade, in particular products among the countries included in the tariff files, as well as the continuation of the work in hand; and twenty-four man/months of statistical assistance to perform the up-dating work on the Study that will have become necessary by 1970 and for the expansion of the Study by the inclusion of additional countries.

(c) \$9,000 for twelve man/months of service of translators to bring up to date the "Glossary English/French for the use of the French translators of GATT", which was prepared in 1960 and is now incomplete and outmoded, and for the preparation of two additional glossaries for the use of the English and Spanish translators.

(d) \$12,000 for twelve man/months of assistance to the External Relations Section. Because of the heavy additional duties and responsibilities which have accrued to the Assistant Director-General in charge of the Department of Trade and Development in respect of the International Trade Centre, it has been necessary to strengthen the office of the Assistant Director-General with a senior staff officer. The officer was transferred for the purpose from the External Relations Section and it was subsequently necessary to provide a suitable replacement to this Section which has an establishment of only two professional officers.

It is intended to carry the replacement on temporary assistance during 1970 in the hope that it will prove possible to integrate the incumbent concerned into the permanent establishment in 1971 when various secretariat posts will become vacant through the retirement of the present incumbents.

(e) \$12,000 for twelve man/months of temporary reinforcement of the Trade Intelligence Division with an officer specially versed in matters concerning the relations between monetary and commercial aspects of trade policy affecting balance-of-payments adjustments.

(iii) Consultants - \$25,500

1967 Expenditure	:	\$ 4,500
1968 Expenditure	:	\$ 6,773
1969 Budget	:	\$12,000

The estimate provides for fees payable to consultants engaged for short periods on special projects, such as studies on economic development of various countries, technical assistance missions, training courses, etc.

In particular, the following provisions have been included: (a) \$5,000 for three man/months of a consultant in order to provide technical assistance to developing countries which are currently participating in the work of the Trade Negotiations Committee. In order to achieve further progress in these negotiations it may be necessary to engage the services of a consultant to help these countries to select products that might appear on their request and offer lists, to make an appropriate assessment of the advantages for their trade that might be secured through these negotiations and strike a balance between the concessions that they might seek and those that they might be required to offer; (b) \$5,000 to cover the fee payable to the special consultant whose services have been retained since 1962 in connexion with the training courses on Commercial Policy; (c) \$15,500 as provision for a consultant to the Conference Affairs Division for a period of five months and for a consultant to the General Division for a period of nine months on a half-time basis.

(iv) Travel - \$46,000

(a) Travel on official business - \$40,000

1967 Expenditure : \$32,410
1968 Expenditure : \$25,279
1969 Budget : \$43,000

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.

It also includes a provision estimated at \$3,000 to cover the travel costs payable to groups of journalists to be invited regularly to the GATT secretariat, in order to establish a more active collaboration with the press. Five of such group visits are foreseen for 1970. In addition, it provides for travel cost of members of the Information Services to contact the press, not represented in Geneva, in order to keep them informed of the activities of GATT.

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 - \$6,000

1967 Expenditure : \$2,411
1968 Expenditure : \$5,413
1969 Budget : \$5,000

The estimate provides for 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.

The provision can be detailed as follows: (a) \$4,000 to cover the travel expenses for visits of a consultant to the capitals of some of the countries participating in the work of the Trade Negotiations Committee (see under item (iii) - Consultants above); (b) \$1,000 for travel expenses of GATT staff accompanying on a study tour the trainees participating in the GATT Training Course in International Trade and Commercial Policy; (c) \$1,000 to cover travel expenses incurring from the preparation and the direction of the ECA/GATT Training Courses in Commercial Policy held in Africa.

Section 2 - Common Staff Costs \$528,600

(i) Installation grants - \$7,000

1967 Expenditure : \$2,025
1968 Expenditure : \$5,161
1969 Budget : \$9,000

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 1970 provision has been reduced to take account of the anticipated turnover of staff and the new posts.

(ii) Travel and removal expenses of staff and their dependants - \$17,000

1967 Expenditure	:	\$13,741
1968 Expenditure	:	\$20,922
1969 Budget	:	\$20,000

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 1970 provision has been reduced to take account of the anticipated turnover of staff and the new posts.

(iii) Separation payments - \$12,000

1967 Expenditure	:	\$17,143
1968 Expenditure	:	\$13,735
1969 Budget	:	\$12,000

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 - \$295,000

1967 Expenditure	:	\$218,954
1968 Expenditure	:	\$231,917
1969 Budget	:	\$265,000

The estimate is based on payment of 14 per cent of pensionable remuneration for all participants.

The level of pensionable remuneration is the gross salary rate applicable to the participant's grade and step (Appendices I and III on pages 42 and 44). 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 \$30,000 in the estimate for 1970 are: (a) the creation of new posts proposed for 1970 (\$3,500); (b) re-gradings of posts (\$850); (c) professional category salary scales adjustment effective 1 January 1969 (\$16,000); (d) adjustments of the general service

category salary scales (\$10,000); (e) regular salary increments (\$6,850); (f) retardation factor for the new posts established in 1969 (\$1,000). The provision has been reduced by \$8,200 to take account of the lower cost due to the filling of certain posts by short-term staff for which no pension fund contribution is made.

(v) Repatriation grants - \$18,000

1967 Expenditure : \$21,770
1968 Expenditure : \$22,764
1969 Budget : \$12,000

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.

The provision has been increased on the basis of recent years' expenditure figures and expected departures of staff members.

(vi) Travel on home leave - \$40,000

1967 Expenditure : \$31,880
1968 Expenditure : \$20,126
1969 Budget : \$36,000

The estimate covers travel expenses and subsistence allowances for non-locally recruited staff members and their families eligible for home leave in 1970.

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 1970 entitlement the requirements under this item would amount to approximately \$43,000.

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 - \$110,500

(a) Family allowances - \$76,500

1967 Expenditure : \$65,548
1968 Expenditure : \$65,369
1969 Budget : \$71,500

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.

The increase of \$5,000 is accounted for by the higher rates payable to the general service category staff effective 1 July 1969 and by the new posts proposed for 1970.

(b) Education grants and related travel - \$34,000

1967 Expenditure : \$19,311
1968 Expenditure : \$21,346
1969 Budget : \$27,000

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

The increase of \$7,000 is accounted for by the adjustment of the new maximum grant payable since 1969, approved by the United Nations General Assembly at its twenty-third session. It also takes into account higher scholastic fees.

(viii) Joint services - \$9,500

1967 Expenditure : \$6,365
1968 Expenditure : \$7,730
1969 Budget : \$9,300

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.

The estimate is based on provisional budgets established by the responsible organizations.

(ix) Other common staff costs - \$19,600

1967 Expenditure : \$14,587
1968 Expenditure : \$15,953
1969 Budget : \$18,500

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. The increase over the 1969 provision is due to proposed new posts and higher salary scales.

Section 3 - Common Services \$252,100

(i) Cables and telephone communications - \$3,700

1967 Expenditure : \$3,413
1968 Expenditure : \$2,922
1969 Budget : \$4,000

The estimate provides for the cost of official cables and telephone communications. The lower provision is based on recent expenditure figures.

(ii) Freight and cartage - \$2,000

1967 Expenditure : \$2,067
1968 Expenditure : \$1,826
1969 Budget : \$1,400

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. The increase over the 1969 provision is based on recent years' expenditure figures.

(iii) Books and information material - \$6,500

1967 Expenditure : \$3,165
1968 Expenditure : \$4,550
1969 Budget : \$5,000

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. The higher provision for 1970 is due to the continued increasing need for information material.

(iv) Rental and maintenance of premises and equipment - \$72,400

The details are as follows:

	<u>1967</u> <u>Expenditure</u> <u>US\$</u>	<u>1968</u> <u>Expenditure</u> <u>US\$</u>	<u>1969</u> <u>Budget</u> <u>US\$</u>	<u>1970</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>	3,324	3,249	3,500	4,000
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The estimate provides for the cost of electricity for the Villa Le Bocage and the two Annexes. The increase is due to the higher rates payable effective 1 January 1969 and the increased consumption due to the use of new electrical equipment including the air conditioning equipment for the new conference room at the Villa Le Bocage.

	<u>1967</u> <u>Expenditure</u> <u>US\$</u>	<u>1968</u> <u>Expenditure</u> <u>US\$</u>	<u>1969</u> <u>Budget</u> <u>US\$</u>	<u>1970</u> <u>Estimates</u> <u>US\$</u>
(c) <u>Water supply</u>	414	564	400	1,800
The estimate provides for the cost of the water supply to the Villa Le Bocage, the two Annexes and the gardener's lodge. The increase is due to the higher rates applicable as from 1 January 1969.				
(d) <u>Heating</u>	2,768	3,205	3,000	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>	3,319	2,934	4,000	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>	1,938	2,295	2,800	13,500
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. In addition, on the assumption that the CONTRACTING PARTIES accept the proposals put forward to insure against the organization's liabilities under Appendix D of the Staff Rules (see paragraph 17 on page 6), an amount of \$12,000 has been included.				

	<u>1967</u> <u>Expenditure</u> <u>US\$</u>	<u>1968</u> <u>Expenditure</u> <u>US\$</u>	<u>1969</u> <u>Budget</u> <u>US\$</u>	<u>1970</u> <u>Estimates</u> <u>US\$</u>
(g) <u>Cleaning materials</u>	341	517	400	600

The estimate provides for the cost of all cleaning materials used for the upkeep of the offices, furniture and equipment. The higher provision is based on recent years' expenditure figures.

(h) <u>Maintenance expenditure</u>	10,034	8,932	11,000	14,500
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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. The increase over the 1969 estimate is accounted for by the cost of some repainting work of the two Annexes and Le Bocage anticipated for 1970 as well as other additional maintenance work to be carried out.

(i) <u>Casual labour</u>	19,126	23,673	22,000	26,200
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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. The increase is accounted for by the higher fees payable to the cleaning firm and wage increases for the four cleaners.

	<u>1967</u> <u>Expenditure</u> <u>US\$</u>	<u>1968</u> <u>Expenditure</u> <u>US\$</u>	<u>1969</u> <u>Budget</u> <u>US\$</u>	<u>1970</u> <u>Estimates</u> <u>US\$</u>
(j) <u>Maintenance of service cars</u>	1,066	621	1,100	1,100

The estimate provides for the maintenance and repairs, including petrol and oil, of service cars.

47,004	50,664	52,900	72,400
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(v) Postal services - \$25,000

1967 Expenditure : \$23,372
1968 Expenditure : \$24,687
1969 Budget : \$25,000

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

1967 Expenditure : \$14,044
1968 Expenditure : \$12,764
1969 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 - \$99,000

1967 Expenditure : \$77,348
1968 Expenditure : \$81,265
1969 Budget : \$77,000

The estimate provides for the cost of reproduction (inclusive of paper) and distribution by the United Nations of GATT documents. The rates payable to the United Nations for these services will be increased by approximately 25 per cent from 1 January 1970, which accounts largely for the proposed higher estimate.

(viii) External audit - \$2,500

1967 Expenditure : \$2,070
1968 Expenditure : \$1,250
1969 Budget : \$1,500

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 1970 accounts. The proposed provision has been based on the cost estimate given by the external auditor.

(ix) Other services and miscellaneous expenditure - \$27,000

1967 Expenditure : \$ 1,121
1968 Expenditure : \$10,858
1969 Budget : \$42,000

The estimate provides for miscellaneous expenditure such as the cost of night watchmen, bank charges, fees for the issuance of visas, laissez-passer and passports, the cost of advertisements, etc. (\$7,000).

In addition, the following provisions have been made: (a) a token amount of \$5,000 has been included for GATT participation in the Osaka EXPO 70 pending the Director-General's decision concerning the extent of such participation; (b) \$15,000 to cover charges for the use of computer time, tapes, supplies, etc., for the Tariff Study.

Section 4 - Printing \$65,000

1967 Expenditure : \$49,685
1968 Expenditure : \$70,822
1969 Budget : \$64,000

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

BISD - Seventeenth Supplement (EFS) ¹	\$ 7,500
International Trade 1969 - three editions each in EFS	\$18,200
Status of the Legal Instruments of the GATT (EF)	\$ 6,000
The Activities of GATT (EFS)	\$ 2,800
GATT, What it is (EFSG)	\$ 2,800
List of publications (EFS)	\$ 1,500
Trade Intelligence Papers (EF)	\$ 1,200
Certificates of Modification to Schedules (A)	\$ 2,600
Comparative Tabulations resulting from the Tariff Study (A)	\$10,000
Printing paper, reprints, information papers, protocols of accession, miscellaneous legal instruments, binding of documents, pamphlets in English and Japanese for Osaka EXPO 70, etc.	\$12,400
	<u>\$65,000</u>

¹A = Authentic text; E = English text; F = French text; G = German text; S = Spanish text.

The provisions have been based on the expected number of pages to be reproduced and take account of an anticipated 5 per cent increase of the printing cost over 1969.

Section 5 - Representation and Hospitality \$15,000

1967 Expenditure : \$ 6,666
1968 Expenditure : \$ 9,620
1969 Budget : \$15,000

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 or on behalf of 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 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. 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 \$25,185

1967 Expenditure : \$17,496
1968 Expenditure : \$49,556
1969 Budget : \$24,560

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

Recording machines	\$ 3,150
Electrical typewriters	\$ 5,800
Calculators and adding machines	\$ 8,900
Duplicating machine (Roneo)	\$ 850
Carpets	\$ 1,200
Miscellaneous office furniture and storage equipment	\$ 5,285
	<u>\$25,185</u>

PART III: BUILDINGS

Section 1 - Annuity to FIPOI in respect of Second Annex \$30,015

1967 Expenditure : \$33,060
1968 Expenditure : \$32,045
1969 Budget : \$31,030

The estimate provides for the payment of the fifth annuity including interest 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. This annuity constitutes the final settlement of the loan.

PART IV: INTERNATIONAL TRADE CENTRE UNCTAD/GATT

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

1967 Expenditure : \$476,580
1968 Expenditure : \$730,140¹
1969 Budget : \$671,600

The provision made under this section covers the GATT cash contribution to the operation of the International Trade Centre UNCTAD/GATT which was established 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, effective 1 January 1968, to be operated jointly by UNCTAD and the GATT on a continuing basis and in equal partnership.

The 1970 budget estimates for the Trade Centre have been set forth in document ITC/AG/8 and they are based on the work programme (ITC/AG/5) as recommended by the Joint Advisory Group of Experts on Trade Promotion (ITC/AG/7) which annually advises the governing bodies of UNCTAD and GATT on the activities to be undertaken by the Centre.

The total expenses of the Centre in 1970 are estimated at \$1,237,000. After deducting miscellaneous income in an estimated amount of \$8,000, the net amount to be provided for in the budgets of GATT and the United Nations is \$1,229,000. The GATT share has been maintained at the 1968/1969 level of \$671,600, leaving an amount of \$557,400 to be met by the United Nations.

¹Including \$90,000 contribution by the United Nations through additional allotments in the GATT budget.

In addition the GATT secretariat continues to provide, without charge to the Centre budget, certain services in connexion with the supervision, administration and servicing of the Centre.

PART V: UNFORESEEN EXPENDITURE

Section 1 - Unforeseen Expenditure \$50,000

1968 Expenditure : \$ -
1969 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 1970

Summary

1. It is proposed that the 1970 budget be financed as follows:

	<u>Amount in US dollars</u>
(a) Contributions assessed on contracting parties	3,500,000
(b) Miscellaneous income	108,405
(c) Transfer from Surplus Account	91,595
	<u>3,700,000</u>

Contributions assessed on contracting parties

2. On the basis of the proposed expenditure budget for 1970 an amount of \$3,500,000 is to be assessed on the contracting parties in the form of contributions. The draft scale of contributions for 1970, which is reproduced in Appendix V, is based on the foreign trade figures on the last three available years (1966-1968). In accordance with the Decisions of the CONTRACTING PARTIES in 1966 and 1967, the 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 \$108,405 for 1970 as compared with an amount of \$75,657 for 1969. The details are as follows:

	<u>1967</u> <u>Actual</u> <u>US\$</u>	<u>1968</u> <u>Actual</u> <u>US\$</u>	<u>1969</u> <u>Budget</u> <u>US\$</u>	<u>1970</u> <u>Estimates</u> <u>US\$</u>
(a) Income from investments	51,424	76,436	55,657	86,000
(b) Sale of publications	33,530	18,627	15,000	15,000
(c) Profit or loss on exchange	4,379	(2,580)	(2,000)	--
(d) Savings on unliquidated obligations	3,015	1,155	2,000	2,000
(e) Other income	30,776	9,823	5,000	5,405
(f) Refund of the Organization's contribution to the United Nations Joint Staff Pension Fund in respect of participant withdrawals	312	1,007	--	--
	<u>123,436</u>	<u>104,468</u>	<u>75,657</u>	<u>108,405</u>

4. The estimate for 1970 income from investments has been set at \$86,000, representing an increase of more than \$30,000 over the amount budgeted for 1969. Actual income from investments is expected to result in earnings of \$110,000 for 1969 due to extremely high interest rates obtainable at present on short-term deposit accounts. The proposed estimate for 1970 takes into account the early receipt of contributions and the probability of continuing high interest rates. However, as it is felt that the artificially high 1969 rates may well come down to more realistic levels during 1970, the estimate has been set at a prudent level.

5. The estimate for income from sale of publications for 1970 remains at \$15,000 as for 1969. 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. For comparative purposes it will be noted that the amount of \$30,776 for other income in 1967 included \$12,950 for reimbursement of staff costs for service 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. In 1968 non-recurring items amounted to approximately \$4,000.

Transfer from Surplus Account

7. It is proposed that the entire balance of \$91,595 be transferred from the Surplus Account.

APPENDIX I

SALARY SCALES FOR THE PROFESSIONAL CATEGORY AND ABOVE SHOWING ANNUAL GROSS
AND NET SALARIES AFTER APPLICATION OF STAFF ASSESSMENT
EFFECTIVE 1 JANUARY 1969

(in US dollars)

Step	Grade								
		P.1	P.2	P.3	P.4	P.5	D.1	D.2	Ungraded
I	Gross	7,600	9,940	12,380	15,260	19,120	21,960	26,410	34,000
	Net	6,200	7,955	9,666	11,682	14,228	16,074	18,846	23,300
II	Gross	7,910	10,280	12,780	15,730	19,660	22,670	27,110	43,000
	Net	6,432	8,196	9,946	12,011	14,579	16,535	19,266	28,100
III	Gross	8,220	10,620	13,180	16,200	20,200	23,380	27,810	
	Net	6,665	8,434	10,226	12,330	14,930	16,997	19,686	
IV	Gross	8,530	10,960	13,580	16,670	20,740	24,100	28,520	
	Net	6,897	8,672	10,506	12,635	15,281	17,460	20,112	
V	Gross	8,840	11,300	13,980	17,140	21,280	24,820		
	Net	7,130	8,910	10,786	12,941	15,632	17,892		
VI	Gross	9,150	11,640	14,380	17,610	21,830	25,540		
	Net	7,362	9,148	11,066	13,246	15,989	18,324		
VII	Gross	9,460	11,960	14,780	18,090	22,380	26,260		
	Net	7,595	9,386	11,346	13,558	16,347	18,756		
VIII	Gross	9,770	12,320	15,160	18,570	22,930			
	Net	7,827	9,624	11,626	13,870	16,704			
IX	Gross	10,080	12,660	15,520	19,050	23,480			
	Net	8,056	9,862	11,906	14,182	17,062			
X	Gross	10,390	13,010	15,980	19,530	24,030			
	Net	8,273	10,107	12,166	14,494	17,418			
XI	Gross		13,360	16,380	20,010				
	Net		10,352	12,447	14,806				
XII	Gross			16,780	20,490				
	Net			12,707	15,118				
XIII	Gross			17,160					
	Net			12,967					

APPENDIX II
SCALES OF POST ADJUSTMENTS

CLASS 2

(Effective 1 May 1969)

(in US dollars)

Step		Grade							
		P.1	P.2	P.3	P.4	P.5	D.1	D.2	Ungraded
I	D	552	702	852	1,020	1,224	1,356	1,506	1,824
	S	368	468	568	680	816	904	1,004	1,216
II	D	570	726	876	1,050	1,248	1,380	1,542	1,992
	S	380	484	584	700	832	920	1,028	1,328
III	D	588	750	900	1,074	1,278	1,410	1,572	
	S	392	500	600	716	852	940	1,048	
IV	D	612	768	924	1,098	1,302	1,434	1,608	
	S	408	512	616	732	868	956	1,072	
V	D	630	792	948	1,122	1,326	1,458		
	S	420	528	632	748	884	972		
VI	D	654	810	972	1,152	1,350	1,482		
	S	436	540	648	768	900	988		
VII	D	672	828	996	1,176	1,380	1,506		
	S	448	552	664	784	920	1,004		
VIII	D	696	852	1,020	1,200	1,404			
	S	464	568	680	800	936			
IX	D	714	876	1,044	1,224	1,434			
	S	476	584	696	816	956			
X	D	732	894	1,074	1,254	1,458			
	S	488	596	716	836	972			
XI	D		912	1,098	1,278				
	S		608	732	852				
XII	D			1,122	1,302				
	S			748	368				
XIII	D			1,146					
	S			764					

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 1969

(in Swiss francs)

Step	Grade							
		G.1	G.2	G.3	G.4	G.5	G.6	G.7
I	Gross	16,992	18,402	20,051	22,274	24,401	26,951	30,265
	Net	14,889	15,961	17,198	18,865	20,460	22,373	24,858
II	Gross	17,575	19,082	20,902	23,254	25,479	28,149	31,749
	Net	15,341	16,471	17,836	19,600	21,269	23,271	25,971
III	Gross	18,178	19,762	21,753	24,234	26,558	29,346	33,233
	Net	15,793	16,981	18,474	20,335	22,078	24,169	27,084
IV	Gross	18,781	20,442	22,603	25,214	27,637	30,543	34,717
	Net	16,245	17,491	19,112	21,070	22,887	25,067	28,197
V	Gross	19,383	21,122	23,454	26,194	28,715	31,741	36,201
	Net	16,697	18,001	19,750	21,805	23,696	25,965	29,310
VI	Gross	19,986	21,802	24,305	27,174	29,794	32,938	37,685
	Net	17,149	18,511	20,388	22,540	24,505	26,863	30,423
VII	Gross	20,589	22,482	25,155	28,154	30,873	34,135	39,169
	Net	17,601	19,021	21,026	23,275	25,314	27,761	31,536
VIII	Gross	21,191	23,162	26,006	29,134	31,951	35,333	40,653
	Net	18,053	19,531	21,664	24,010	26,123	28,659	32,649
IX	Gross	21,794	23,842	26,857	30,114	33,030	36,530	42,137
	Net	18,505	20,041	22,302	24,745	26,932	29,557	33,762
X	Gross	22,397	24,522	27,707	31,094	34,109	37,727	43,650
	Net	18,957	20,551	22,940	25,480	27,741	30,455	34,875
XI	Gross	22,999	25,202	28,558	32,074	35,187	38,925	45,240
	Net	19,409	21,061	23,578	26,215	28,550	31,353	35,988

APPENDIX IV

SCHEDULE OF TEMPORARY ASSISTANCE

Functions	Total 1968 Expenditure		Deductions for posts created and projects completed		Cost increase of continuing requirements		Additional requirements		1970 Estimates	
	Man/days	US\$	Man/days	US\$	US\$	Man/days	US\$	Man/days	US\$	
Economic Affairs Officer	61	2,445	(61)	(2,445)	-	-	-	-	-	
Documentation Expert	93	4,059	(93)	(4,059)	-	-	-	-	-	
Research Assistant	304	4,167	(304)	(4,167)	-	-	-	-	-	
Programme Analyst (Tariff Study)	184	3,858	-	-	231	176	4,411	360	8,500	
Statistical Assistants (Tariff Study)	422	5,111	-	-	593	298	4,296	720	10,000	
Senior Economic Analyst (Tariff Study)	-	-	-	-	-	180	7,000	180	7,000	
Consultant (Tariff Study)	-	-	-	-	-	90	4,500	90	4,500	
Consultant (Trade and Tariff Data Bank)	-	-	-	-	-	-	1,000	-	1,000	
Economic Affairs Officer (BOP Expert)	-	-	-	-	-	360	12,000	360	12,000	
Counsellor (External Relations)	-	-	-	-	-	360	12,000	360	12,000	
Interpreters	238	10,096	-	-	2,042	-	-	238	12,138	
Revisors	622	28,755	-	-	1,725	-	-	622	30,480	
Translators	1,339	41,101	(648)	(19,890)	1,272	-	-	691	22,483	
Translator (glossary)	-	-	-	-	-	360	9,000	360	9,000	
Proofreaders	-	1,189	-	-	-	-	811	-	2,000	
Stenographers and typists	2,314	30,872	(936)	(12,488)	2,133	-	-	1,378	20,517	
Clerks	888	8,549	(330)	(3,175)	623	360	3,869	918	9,866	
Messengers/Drivers and Operators	554	4,858	-	-	564	360	3,523	914	8,945	
Overtime	-	10,901	-	-	1,265	-	-	-	12,166	
Totals	7,019	155,961	(2,372)	(46,224)	10,448	2,544	62,410	7,191	182,595	

Provision has been made under the temporary assistance items in the following sections:

PART I - Section 1 - Twenty-Sixth Session of the CONTRACTING PARTIES	US\$ 14,000
Section 2 - Twenty-Seventh Session of the CONTRACTING PARTIES	US\$ 14,000
Section 3 - Meetings of the Council and other Meetings	US\$ 35,000
PART II - Section 1 - Salaries and Wages and Official Travel	US\$ 120,000
	US\$ 183,000
	=====

APPENDIX V

DRAFT SCALE OF CONTRIBUTION FOR 1970

(in US dollars)

Country	Percentage ¹	Provisional 1970 contributions	1969 contributions
<u>Contracting parties</u>			
Argentina	0.66	23,800	23,800
Australia	1.91	66,850	62,530
Austria	1.09	38,150	35,230
Barbados	0.12	4,200	3,810
Belgium	3.56	124,600	112,990
Brazil	0.92	32,200	27,610
Burma	0.12	4,200	3,810
Burundi	0.12	4,200	3,810
Cameroon	0.12	4,200	3,810
Canada	5.87	205,450	178,060
Central African Republic	0.12	4,200	3,810
Ceylon	0.19	6,650	6,670
Chad	0.12	4,200	3,810
Chile	0.43	15,050	12,380
Congo (Brazzaville)	0.12	4,200	3,810
Cuba	0.42	14,700	14,280
Cyprus	0.12	4,200	3,810
Czechoslovakia	1.55	54,250	51,740
Dahomey	0.12	4,200	3,810
Denmark	1.49	52,150	48,880
Dominican Republic	0.12	4,200	3,810
Finland	0.64	29,400	28,570
France	6.54	228,900	206,310
Gabon	0.12	4,200	3,810
Gambia	0.12	4,200	3,810
Germany, Federal Republic of	10.59	370,650	336,760
Ghana	0.17	5,950	5,710
Greece	0.45	15,750	14,280
Guyana	0.12	4,200	3,810
Haiti	0.12	4,200	3,810
Iceland	0.12	4,200	3,810
India	1.13	39,550	39,990
Indonesia	0.35	12,250	11,740
Ireland	0.48	16,800	15,550
Israel	0.38	13,300	11,740
Italy	4.81	168,350	148,230
Ivory Coast	0.16	5,600	5,080

Country	Percentage ¹	Provisional 1970 contributions	1969 contributions
<u>Contracting parties (cont'd)</u>			
Jamaica	0.15	5,250	4,760
Japan	5.83	204,050	173,300
Kenya	0.15	5,250	5,080
Korea	0.36	12,600	8,570
Kuwait	0.47	16,450	14,920
Luxemburg	0.31	10,850	9,840
Madagascar	0.12	4,200	3,810
Malawi	0.12	4,200	3,810
Malaysia	0.62	21,700	20,950
Malta	0.12	4,200	3,810
Mauritania	0.12	4,200	3,810
Netherlands, Kingdom of the	4.54	158,900	145,050
New Zealand	0.52	18,200	18,410
Nicaragua	0.12	4,200	3,810
Niger	0.12	4,200	3,810
Nigeria	0.34	11,900	13,010
Norway	1.13	39,550	36,180
Pakistan	0.43	15,050	14,280
Peru	0.41	14,350	13,330
Poland	1.41	49,350	45,070
Portugal	0.68	23,800	22,220
Rhodesia	0.15	5,250	5,710
Rwanda	0.12	4,200	3,810
Senegal	0.12	4,200	3,810
Sierra Leone	0.12	4,200	3,810
South Africa	1.23	43,050	39,670
Spain	1.29	45,150	41,260
Sweden	2.44	85,400	79,030
Switzerland	1.96	68,600	64,110
Tanzania	0.12	4,200	4,130
Togo	0.12	4,200	3,810
Trinidad and Tobago	0.23	8,050	7,620
Turkey	0.32	11,200	10,470
Uganda	0.12	4,200	3,810
United Kingdom of Great Britain and Northern Ireland	9.73	340,550	317,720
United States of America	16.43	575,050	508,790
Upper Volta	0.12	4,200	3,810
Uruguay	0.12	4,200	3,810
Yugoslavia	0.76	26,600	24,440

Country	Percentage ¹	Provisional 1970 contributions	1969 contributions
<u>Associated Governments</u>			
Cambodia	0.12	4,200	3,810
Tunisia	0.12	4,200	3,810
United Arab Republic	0.38	13,300	13,650
	100.00	3,500,000	3,174,000

¹For a number of territories it has not been possible to obtain 1968 trade figures; in these cases the trade figures for the last three available years have been applied.

Sources: International Financial Statistics, IMF, June 1969.
Direction of Trade, IMF, annual 1963-67.
Foreign Trade Statistics, Statistical Office of the European Communities, 1968, No. 6.
Economic and Statistical Review, the East African Statistical Department, September 1968 and data specially communicated by the IMF