

GENERAL AGREEMENT ON
TARIFFS AND TRADE

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BUDGET ESTIMATES

FOR

THE FINANCIAL YEAR 1971

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BUDGET ESTIMATES FOR THE FINANCIAL YEAR 1971

Introduction

1. The Director-General herewith submits his budget proposals concerning the expenses and income for the secretariat for 1971.
2. The estimates of expenditure are based on the expected requirements of the secretariat deriving from the tentative programme of meetings and other activities foreseen in 1971, in particular those in connexion with the continued implementation of the Programme for Expansion of Trade.
3. The 1971 budget proposals reflect the Director-General's policy of maintaining the secretariat's permanent establishment at its present level and of meeting requirements for the implementation of the work programme through redeployment of available staff resources and through the use of temporary assistance on an ad hoc basis. As a result of this policy, which is considered to be the most economical approach, no increase is proposed in the total permanent establishment, which remains at the 1970 level of 199 posts. However, in order to give the Director-General some flexibility in meeting contingencies which will continue to arise in one form or another, the provision for temporary assistance has been moderately increased. Requests for temporary assistance are carefully scrutinized by the senior officers concerned and the credit is only used when there is complete justification for doing so. A summary of all temporary assistance credits is given in Appendix IV.
4. Total expenditure is estimated at \$3,885,000 representing a net increase of \$207,000 or 5.6 per cent over the 1970 appropriations. The increase is analysed in the following table.

ANALYSIS OF THE INCREASE OF THE 1971 ESTIMATES BY
COMPARISON WITH THE 1970 APPROPRIATIONS

	\$	\$	%
1970 APPROPRIATIONS		3,678,000	
INCREASES OR DECREASES IN 1971			
(a) <u>Increased cost of maintaining existing staff provisions</u>			
Established posts	128,400		
Regradings	5,000		
Temporary assistance	11,295		
Consultants	<u>2,000</u>	146,695	4.0
(b) <u>Cost of new staff requirements 1971</u>			
Temporary assistance	29,705		
Consultants	<u>5,500</u>	35,205	1.0
(c) <u>Other increases or decreases</u>			
Technical assistance travel	4,000		
Travel for temporary staff (meetings)	1,000		
Colloquium	15,000		
Common services	21,700		
Contribution to International Trade Centre	14,600		
Annuity to FIPOI	(30,015)		
Equipment	<u>(1,185)</u>	25,100	0.6
Total 1971 increase		207,000	5.6
1971 ESTIMATES		3,885,000	

5. Of the total increase, approximately \$160,000 or 4.3 per cent represent unavoidable increases due to (a) general inflationary factors such as higher salaries and wages for staff and higher prices for essential supplies and services and (b) the higher cash contribution to the International Trade Centre.

6. 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 three posts in the professional category and thirteen posts in the general service category. One post which was regraded in 1969 from P.5 to P.5/D.1 (document L/3041, page 17) has been downgraded to its original level of P.5. The justifications for the regradings are set out in detail in Annex C.

7. Work during the past years on the expansion of trade programme in all its aspects has indicated that help in seeking solutions to some of the problems uncovered might be obtained from bringing together a small group of outside specialists. The wisdom of actually holding such a colloquium will depend upon specific developments in the budget year under consideration. A provision of \$15,000 has therefore been made to enable the Director-General to convene, should he feel it warranted, a conference of experts to consider trade problems of major importance to the CONTRACTING PARTIES.
8. With regard to the continuation of work on the Tariff Study, provision of \$65,300, against \$56,000 in 1970, has been made. Details are given in Part II, Section 1 (ii) - Temporary assistance, Section 3 (ix) - Other services and miscellaneous expenditure and Section 4 - Printing.
9. A provision of \$3,000 has been made under Part II, Section 3 (iv) (f) - Insurance premiums, in order to allow the Director-General to cover from the GATT budget the cost of insurance against GATT's 50 per cent liability under Appendix D of the Staff Rules for accidents occurring during working hours to International Trade Centre staff. In addition, and in order that Centre staff members may benefit from the same twenty-four hour coverage as GATT staff (approved by the CONTRACTING PARTIES with effect from January 1970), the insurance would cover the entire risk in respect of accidents occurring to Centre staff outside working hours.
10. On the basis of the proposed expenditure budget for 1971, an amount of \$3,782,000 is to be assessed on the contracting parties in the form of contributions. This amount takes into account an estimate for miscellaneous income of \$103,000. With respect to the 1969 surplus of \$100,872, a separate paper will be circulated.
11. 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 1971 in Appendix V.
12. As regards the International Trade Centre UNCTAD/GATT, the same procedure has been adopted as for previous budget estimates. The 1971 budget estimates of the Centre have been distributed as a separate document (ITC/AG/12) by the Director-General of GATT and the Secretary-General of UNCTAD. 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 May/June session, will be made available to the GATT Committee on Budget, Finance and Administration. The cash contribution to be made to the International Trade Centre through the GATT budget amounts to \$686,200, representing a 50 per cent share of the Centre's budget in accordance with the principle of equal partnership with UNCTAD.

ANNEX ASUMMARY OF 1971 EXPENDITURE ESTIMATES

PART I: <u>MEETINGS</u>		<u>Amount in US dollars</u>
<u>Section</u>		
1	Twenty-seventh session of the CONTRACTING PARTIES	17,000
2	Meetings of the Council and other meetings	70,000
3	Colloquium on special problems in international trade	<u>15,000</u>
Total Part I:		102,000
PART II: <u>SECRETARIAT</u>		
<u>Section</u>		
1	Salaries and wages and official travel	2,126,000
2	Common staff costs	545,000
3	Common services	268,800
4	Printing	65,000
5	Representation and hospitality	15,000
6	Public information	3,000
7	Permanent equipment	<u>24,000</u>
Total Part II:		3,046,800
Part III: <u>INTERNATIONAL TRADE CENTRE UNCTAD/GATT</u>		
<u>Section</u>		
1	Contribution to the International Trade Centre UNCTAD/GATT	686,200
PART IV: <u>UNFORESEEN EXPENDITURE</u>		
<u>Section</u>		
1	Unforeseen expenditure	<u>50,000</u>
Grand Total		<u>3,885,000</u>

ANNEX B

DETAILED SCHEDULES OF 1971 EXPENDITURE ESTIMATES

	<u>1969</u> <u>Expenditure</u> <u>US\$</u>	<u>1970</u> <u>Budget</u> <u>US\$</u>	<u>1971</u> <u>Estimates</u> <u>US\$</u>
PART I: <u>MEETINGS</u>			
Section 1 - <u>Twenty-Seventh Session of</u> <u>the CONTRACTING PARTIES</u>			
(i) Temporary assistance (including overtime)	-	14,000	14,000
(ii) Travel and subsistence of temporary staff	-	750	750
(iii) Rental of meeting rooms and additional office space	-	2,000	2,000
(iv) Other services	-	250	250
Total Section 1:	-	17,000	17,000
Section 2 - <u>Meetings of the Council</u> <u>and other Meetings</u>			
(i) Temporary assistance (including overtime)	61,870	35,000	60,000
(ii) Travel and subsistence of temporary staff	3,777	2,000	3,000
(iii) Rental of meeting rooms and additional office space	8,500	6,700	6,700
(iv) Other services	526	300	300
Total Section 2:	74,673	44,000	70,000
Section 3 - <u>Colloquium on Special Problems</u> <u>in International Trade</u>			
(i) Travel and subsistence	-	-	12,000
(ii) Other services	-	-	3,000
Total Section 3:	-	-	15,000
Total Part I:	74,673	61,000	102,000

	<u>1969</u> <u>Expenditure</u> <u>US\$</u>	<u>1970</u> <u>Budget</u> <u>US\$</u>	<u>1971</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	1,645,878	1,793,000	1,910,000
(ii) Temporary assistance (including overtime)	69,303	120,000	136,000
(iii) Consultants	12,981	25,500	33,000
(iv) Travel:			
(a) Travel on official business	33,837	37,000	37,000
(b) Technical assistance travel	4,949	6,000	10,000
Total Section 1:	<u>1,766,948</u>	<u>1,981,500</u>	<u>2,126,000</u>
Section 2 - <u>Common Staff Costs</u>			
(i) Installation grants	8,581	7,000	7,000
(ii) Travel and removal expenses of staff and their dependants	20,194	17,000	17,000
(iii) Separation payments	33,420	12,000	12,000
(iv) Contributions to the United Nations Joint Staff Pension Fund	277,890	295,000	310,000
(v) Repatriation grants	43,016	18,000	18,000
(vi) Travel on home leave	22,545	40,000	32,000
(vii) Family allowances, education grants and related travel:			
(a) Family allowances	69,949	76,500	81,000
(b) Education grants and related travel	21,274	34,000	35,000
(viii) Joint services	8,600	9,500	10,000
(ix) Other common staff costs	17,343	19,600	23,000
Total Section 2:	<u>522,812</u>	<u>528,600</u>	<u>545,000</u>

	<u>1969</u> <u>Expenditure</u> US\$	<u>1970</u> <u>Budget</u> US\$	<u>1971</u> <u>Estimates</u> US\$
<u>Section 3 - Common Services</u>			
(i) Cables and telephone communications	3,401	3,700	3,700
(ii) Freight and cartage	2,997	2,000	2,000
(iii) Books and information material	6,586	6,500	8,500
(iv) Rental and maintenance of premises and equipment:			
(a) Rent	4,674	4,700	4,700
(b) Electricity	3,839	4,000	4,000
(c) Water supply	870	800	800
(d) Heating	2,913	3,000	3,200
(e) Telephone (rental and local calls)	4,059	4,000	4,300
(f) Insurance premiums	2,741	13,500	16,500
(g) Cleaning materials	629	600	800
(h) Maintenance expenditure	14,933	14,500	16,600
(i) Casual labour	25,265	26,200	28,000
(j) Maintenance of service cars	1,207	1,100	1,200
(v) Postal services	21,353	25,000	25,000
(vi) Stationery and office supplies	13,892	14,000	14,000
(vii) Reproduction and distribution of documents	71,116	99,000	99,000
(viii) External audit	2,500	2,500	2,500
(ix) Other services and miscellaneous expenditure	<u>29,231</u>	<u>22,000</u>	<u>34,000</u>
Total Section 3:	<u>212,206</u>	<u>247,100</u>	<u>268,800</u>
<u>Section 4 - Printing</u>			
	<u>44,450</u>	<u>65,000</u>	<u>65,000</u>

	<u>1969</u> <u>Expenditure</u> <u>US\$</u>	<u>1970</u> <u>Budget</u> <u>US\$</u>	<u>1971</u> <u>Estimates</u> <u>US\$</u>
Section 5 - <u>Representation and Hospitality</u>	11,419	15,000	15,000
Section 6 - <u>Public Information</u>	-	3,000	3,000
Section 7 - <u>Permanent Equipment</u>	28,011	25,185	24,000
Total Part II:	2,585,846	2,865,385	3,046,800
PART III: <u>INTERNATIONAL TRADE CENTRE</u> <u>UNCTAD/GATT</u>			
Section 1 - <u>Contribution to the Inter-</u> <u>national Trade Centre</u> <u>UNCTAD/GATT</u>	671,600	671,600	686,200
PART IV: <u>UNFORESEEN EXPENDITURE</u>			
Section 1 - <u>Unforeseen Expenditure</u>	-	50,000	50,000
Grand Total	3,332,119 ^{1/}	3,647,985 ^{2/}	3,885,000

^{1/} Excluding 1969 Annuity to FIPOI of \$31,030 and Annuity to Canton of Geneva of \$11,206. Total 1969 expenditure \$3,374,355.

^{2/} Excluding 1970 Annuity to FIPOI of \$30,015. Total 1970 budget \$3,678,000.

ANNEX C

EXPLANATORY NOTES ON 1971 EXPENDITURE ESTIMATES

PART I: MEETINGS

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

1970 Budget	:	(two week session)	\$17,000
1969 Expenditure	:	(no session)	\$ -
1968 Expenditure	:	(three week session)	\$23,697

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.

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

1970 Budget	:	\$14,000
1969 Expenditure	:	\$ -
1968 Expenditure	:	\$20,505

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 (80 man/days), revisers and translators (50 man/days) and stenographers, transcribers, typists, messengers and drivers (250 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

1970 Budget	:	\$ 750
1969 Expenditure	:	\$ -
1968 Expenditure	:	\$1,082

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

1970 Budget : \$2,000
1969 Expenditure : \$ -
1968 Expenditure : \$1,965

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

1970 Budget : \$250
1969 Expenditure : \$ -
1968 Expenditure : \$145

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..... \$70,000

As it is not possible at present to establish a final programme of meetings for 1971, the estimates have been based on previous years' expenditure figures. With regard to temporary assistance the estimate provides for salaries and wages of the following temporary conference staff to assist the permanent personnel to service meetings: interpreters (220 man/days), revisers and translators (800 man/days) and stenographers, transcribers, typists, messengers and drivers (1,470 man/days).

Details are as follows:

	<u>1968</u> <u>Expenditure</u> <u>US\$</u>	<u>1969</u> <u>Expenditure</u> <u>US\$</u>	<u>1970</u> <u>Budget</u> <u>US\$</u>	<u>1971</u> <u>Estimates</u> <u>US\$</u>
(i) Temporary assistance (including overtime)	56,238	61,870	35,000	60,000
(ii) Travel and subsistence of temporary staff	2,249	3,777	2,000	3,000
(iii) Rental of meeting rooms and additional office space	7,004	8,500	6,700	6,700
(iv) Other services	77	526	300	300
	<u>65,568</u>	<u>74,673</u>	<u>44,000</u>	<u>70,000</u>

Section 3 - Colloquium on Special Problems in International Trade.....\$15,000

The establishment of a credit of \$15,000 is sought to enable the Director-General to convene, should he feel it warranted, a conference of experts to consider problems of major importance to the CONTRACTING PARTIES.

The estimate has been based on the assumption that a Colloquium lasting three days would be held in Geneva and that it would be attended by fifteen experts from European and overseas countries. It is intended to cover travel expenses and subsistence allowances for the participants and miscellaneous expenditure such as honoraria for papers, interpretation, etc. Details are as follows:

	<u>1970</u>
	<u>Estimates</u>
	<u>US\$</u>
(i) Travel and subsistence of experts	\$12,000
(ii) Other services	<u>\$ 3,000</u>
	<u>\$15,000</u>

PART II: SECRETARIAT

Section 1 - Salaries and Wages and Official Travel.....\$2,126,000

(i) Established posts - \$1,910,000

1970 Budget	:	\$1,793,000
1969 Expenditure	:	\$1,645,878
1968 Expenditure	:	\$1,446,689

The total number of posts proposed for 1971 is 199, of which two are ungraded, 86 are professional and above and 111 are general service posts (see Manning Table on page 20). The estimate provides for the following payments:

Ungraded and professional posts:

Director-General's remuneration as set by the CONTRACTING PARTIES from 1 January 1969 (Appendix I page 38);

Deputy Director-General's remuneration as set by the CONTRACTING PARTIES from 1 April 1966 (Appendix I page 38);

Salaries for professional category and above as per salary scales effective from 1 January 1969 (Appendix I page 38);

Post adjustment as per scale Class 3; on the basis of projection of the trend of the cost-of-living index, an upward revision of the post classification to Class 4 for Geneva is anticipated by November 1971 (Appendix II page 39);

Assignment allowance payable in accordance with Staff Rules.

General service category posts:

Salaries as per salary scales effective from 1 January 1970 (Appendix III page 40); upward revisions are anticipated by September 1970 and July 1971;

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 \$117,000, as compared with the 1970 approved credit of \$1,793,000, is accounted for by:

	<u>US dollars</u>
(a) the regrading of three professional and thirteen general service posts and the downgrading of one P.5/D.1 post to P.5	4,000
(b) the delayed recruitment deduction for new posts established in 1970	15,500
(c) post adjustment classification from Class 2 to 3 for full year 1971 and projection to Class 4 as from November 1971	51,000
(d) the adjustment of general service category salary scales for full year 1971 and further adjustment as from July 1971	24,500
(e) the regular salary increments	38,000
(f) appointments made at a lower salary level than that provided in the 1970 budget	(16,000)
	<u>117,000</u>

REGRADINGS

Office of the Director-General

Information and Library Service

Senior Clerk (Indexer)
from G.5 to G.6

The GATT Library Service is managed by a P.1 Assistant Librarian with the help of a G.5 Senior Clerk.

This Senior Clerk, in addition to her work of indexing publications received by the secretariat, replaces the Assistant Librarian during her absences and, therefore, assumes greater responsibility than that normally assumed by a staff member at the G.5 level. It is essential that the Senior Clerk be entirely familiar with the Librarian's work and the overall organization of the Service.

Registry

Chief, Registry
from G.7 to P.1

The Registry is a key element in the secretariat and in many respects the smooth running of the secretariat depends increasingly on the methodical, accurate and expeditious operation of the Registry.

The functions of the post demand a high degree of application, orderliness and intelligence. In addition they require from the incumbent of the post, if the registry system is to work efficiently, a familiarity and understanding of the matters upon which GATT is engaged. The ability to operate with the minimum supervision, to work effectively under considerable pressure, and to deal with secretariat officials of all levels, is also essential.

The responsibilities of the post have grown with the increased volume and complexity of correspondence to be dealt with, and with the increasing volume of archives to be controlled and organized.

Department of Trade and Development

Trade Intelligence Division

2 Statistical Assistants
from G.6 to G.7

In the past four years, the technical qualifications of these two statistical assistants have greatly increased and the nature of the tasks entrusted to them and the responsibilities involved have changed correspondingly, while the degree of supervision necessary could be so reduced that it does not differ appreciably from that given to junior professionals.

Research Assistant
from G.6 to G.7

The present incumbent entered GATT service in 1967 at the G.6 level. While initially his work consisted of the preparation of documentation for professional officers engaged in analytical projects, his present tasks include interpretation of statistical and economic data and drafting the results.

The degree of supervision necessary and the work performed, both in nature and results, hardly differ from those applicable in the case of junior professional officers.

Department of Trade Policy

Clerk-Stenographer G.3
to Secretary G.4

The responsibilities of this post have increased significantly since the General Division, to which this post is allocated, has been physically separated from the departmental central office, now located at La Fenêtre. With a minimum of supervision, the incumbent carries out tasks such as : keeping divisional files, preparing draft documents for processing, and servicing meetings.

Special Projects Section

Clerk-Stenographer G.3
to Secretary G.5

Since this Section has become an integrated special unit within the Department of Trade Policy, independent administrative responsibilities rest with the secretary of the Section, especially in connexion with the voluminous notification procedures and the statistical programme. The present G.3 grading of the post is no longer relevant to the responsibilities involved.

Department of Conference Affairs and Administration

Conference Affairs Division

Interpreter P.4
to Chief Interpreter P.5

In March 1967 the Interpretation Section was transferred from Languages Division to Conference Affairs Division. All the interpreters have the standard grade of P.4. However, the senior officer of the team has, in addition to his interpretation duties, been required to assume the following responsibilities:

- (a) assignment of interpreters to meetings;
- (b) evaluation of needs for the various meetings of GATT;
- (c) co-operation with the Personnel Officer in the recruitment of temporary staff. The Chief Interpreter keeps himself informed on suitable interpreters available;
- (d) professional evaluation of free-lance interpreters as a possible source of recruitment (regular reporting to Personnel);
- (e) participation, as representative of GATT, in the Inter-agency training pool of interpreters, both in the Management Committee and on the Board of Examiners;
- (f) participation in the ACC Working Party on Language and Conference Problems.

Additional administrative and supervisory responsibilities are assumed by the officer as a result of the necessity to engage a considerable number of temporary interpreters during the course of each year. For example, in 1969 88 meetings were held spread over 210 meeting days and, during 69 days, a second team of interpreters had been operating, requiring 46 assignments of varying duration.

Conference Officer
from P.1 to P.2

Under the general supervision of the Director of the Division, and in close co-operation with the Administrative Division, the Conference Officer is responsible for the technical organization and arrangement of meetings. This includes, inter alia, discussions with the United Nations authorities and others on the availability of conference space; instructing and supervising the huissiers on the admission of persons to the meeting rooms, etc.

The greatly increased programme of meetings makes necessary a completely reliable Conference Officer with the ability to operate independently and to take rapid decisions regarding the organization of conference facilities when the programme of meetings is changed at short notice.

Personnel Section

Clerk
from G.3 to G.4

This post was originally established in 1966 and its functions were principally those of a bilingual typist. The growth of the Personnel Section over the last three years has brought about a redistribution of work affecting several of its staff members and particularly the duties attaching to this post. In lieu of copy-typing Personnel Actions from handwritten drafts, the incumbent now establishes and types them as well. This also largely applies to contracts and Letters of Appointment. The incumbent has also been entrusted with maintaining the Kardex Control of the Manning Table. The Kardex Control is the central point where post and personnel data are stored for ready reference. Another new feature of the duties of this employee consists of participation in the administration and the clerical work of Pension Fund affairs. The incumbent is also called upon to stand in for the G.5 Senior Clerk responsible for the processing unit of the Section.

Internal Services and Travel Section

Administrative Assistant
from G.6 to G.7

The volume of work and responsibility of this post have increased considerably over the past few years mainly as a result of the expansion of the International Trade Centre. The incumbent acts, *inter alia*, as procurement officer and in this capacity needs to have a thorough knowledge of the market in which supplies and equipment are bought, particularly as regards obtaining best quality at an economical price, the choice of the best equipment or service and rapid delivery. In addition the incumbent is responsible for the co-ordination between printing firms and different services of GATT and the Centre for the printing of publications. Duties also include the maintenance of the organization's inventory for furniture and equipment and supervision of the maintenance of office machines. The responsibilities attached to this post considerably exceed those usually considered relevant to a G.6 post.

Finance and Accounts Section

Chief of Section
from P.3 to P.4

The incumbent of this post acts as cashier and chief accountant to the GATT and the International Trade Centre. Since its establishment at P.3 in 1966 the responsibilities attaching to this post have substantially increased. Reimbursements and related accounting operations between 1966 and 1969 have moved from a yearly rate of US\$2,465,000 to US\$4,850,000, an increase which is largely linked to the expansion of the International Trade Centre. Apart from the additional responsibilities related to this increased volume of work, the complexity of the Centre's accounting operations have also resulted in new and wider functional and supervisory responsibilities on the part of the incumbent of this post.

Senior Finance Clerk
from G.6 to G.7

The duties and responsibilities attached to this post have substantially increased since its establishment in 1966, largely due to the expansion of the International Trade Centre. The present duties include the following:

- (a) All payroll operations including various related returns, insurance, pension fund, social security, etc. (Payroll for permanent staff amounted to approximately \$109,000 in January 1966 as compared with nearly \$200,000 in June 1970.)
- (b) Cash handling: this clerk is responsible for the collection of cash from the bank and its distribution. (Cash handled in 1969 amounted to more than \$730,000.)
- (c) Other payments: including those to experts under Special Service Agreements, and to an ever increasing number of trainees and lecturers.
- (d) Participating in the training and supervision of junior clerks of the Section.
- (e) Assumption of certain professional duties during absences of the Section's Finance Officers.

Documents Reproduction Section

Clerk
from G.3 to G.4

The Documents Reproduction Section consists of one G.6, one G.3 and two G.2. posts.

The incumbent of the G.3 post acts as assistant to the Chief of Section. In addition he replaces the Chief during absences, including periods of increased workload due to sessions and meetings when work is arranged in two shifts, when he is responsible for the efficient functioning of the Section. The responsibilities of this post greatly surpass those normally attributable to a G.3.

Stenographic and Typing Section

Assistant English Pool
Supervisor from G.4 to G.5

As a consequence of the difficulties in recruiting permanent English stenographers, a large number of temporary staff rotate constantly in the English Pool. It has become necessary to give continuing training to this temporary personnel, which responsibility falls entirely upon the Assistant Pool Supervisor. The G.4 level is therefore no longer relevant to the responsibilities involved.

Languages Division

Administrative Assistant
from G.6 to G.7

The increased workload in the Languages Division, due to the development of GATT and the expansion of the International Trade Centre, has placed on the Administrative Assistant not only an additional burden of routine tasks (registration, referencing, assistance to translators, indexing) but also additional operational responsibilities. He is required to assist temporary translators and revisers, who are less familiar than permanent staff with GATT document references and procedures. In addition to the referencing aspects of document processing, he is responsible for the control and follow-up of the flow of documents to and from translators and revisers, the transmission of translated documents to Documents Control and for ensuring that the Divisional Director's work priorities are strictly adhered to. The work calls for levels of competence, tact, judgment and prompt action substantially in excess of those normally considered relevant to a G.6 post.

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			
Office of the Director-General	1970	2	-	2	-	-	1	1	1	7	-	-	-	-	-	-	-	7	
	1971	2	-	1	-	-	1	1	1	6	-	-	-	-	-	-	-	6	
External Relations Section	1970	-	1	-	1	-	-	1	3	-	-	-	1	-	-	1	4		
	1971	-	1	-	1	-	-	1	3	-	-	-	1	-	-	1	4		
Information and Library Service	1970	-	-	-	1	-	1	1	4	-	-	1	3	2	1	7	11		
	1971	-	-	-	1	-	1	1	4	-	1	-	3	2	1	7	11		
Registry	1970	-	-	-	-	-	-	-	-	-	1	-	1	-	-	3	3		
	1971	-	-	-	-	-	-	1	1	-	-	-	1	-	-	2	3		
Department of Trade and Development	1970	-	1	-	1	-	-	-	2	-	-	1	-	-	-	2	4		
	1971	-	1	-	1	-	-	-	2	-	-	1	-	-	-	2	4		
Development Division	1970	-	-	1	1	2	4	1	9	-	-	1	-	3	1	5	14		
	1971	-	-	1	1	2	4	1	9	-	-	1	-	3	1	5	14		
Trade Intelligence Division	1970	-	-	1	2	2	3	6	14	-	4	2	1	1	-	8	22		
	1971	-	-	1	2	2	3	6	14	-	3	1	2	1	-	8	22		
Department of Trade Policy	1970	-	1	-	-	-	-	1	2	-	-	1	2	2	-	5	7		
	1971	-	1	-	-	-	-	1	3	-	-	-	4	1	-	5	8		
General Division	1970	-	-	2	1	2	-	1	6	1	-	-	1	1	-	3	9		
	1971	-	-	1	1	2	-	2	6	1	-	1	-	1	-	3	9		
Agricultural Division	1970	-	-	1	1	1	1	1	5	-	-	-	-	-	-	-	5		
	1971	-	-	1	2	-	2	1	6	-	-	-	-	-	-	-	6		
Special Projects Section	1970	-	-	-	1	-	1	1	3	-	-	-	-	1	-	1	4		
	1971	-	-	-	1	-	1	1	3	-	-	-	1	-	-	1	4		
Department of Conference Affairs and Administration	1970	-	1	-	-	-	-	-	1	-	-	1	-	-	-	1	2		
	1971	-	1	-	-	-	-	-	1	-	-	1	-	-	-	1	2		
Conference Affairs Division	1970	-	-	1	-	4	1	2	9	-	-	-	2	3	-	5	14		
	1971	-	-	1	1	3	1	2	8	-	-	-	2	3	-	5	13		

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		
Administrative and Financial Division	1970	-	-	1	-	-	-	-	-	1	-	1	-	-	-	-	-	1	2
	1971	-	-	1	-	-	-	-	-	1	-	1	-	-	-	-	-	1	2
(a) Personnel Section	1970	-	-	-	1	-	-	1	-	2	-	-	2	1	1	1	-	4	6
	1971	-	-	-	1	-	-	1	-	2	-	-	2	2	2	-	-	4	6
(b) Internal Services and Travel Section	1970	-	-	-	-	-	1	-	-	1	1	2	1	1	1	6	17	18	
	1971	-	-	-	-	-	1	-	-	1	2	1	1	1	1	6	17	18	
(c) Budget and Control Section	1970	-	-	-	-	1	-	1	-	2	-	2	1	1	-	-	4	6	
	1971	-	-	-	-	1	-	1	-	2	-	2	1	1	-	-	4	6	
(d) Finance and Accounts Section	1970	-	-	-	-	1	-	1	-	2	-	1	2	1	-	-	4	6	
	1971	-	-	-	-	1	-	1	-	2	1	-	2	1	-	-	4	6	
(e) Documents Reproduction Section	1970	-	-	-	-	-	-	-	-	-	-	1	-	-	1	2	4	4	
	1971	-	-	-	-	-	-	-	-	-	-	1	-	-	1	2	4	4	
(f) Stenographic and Typing Section ...	1970	-	-	-	-	-	-	1	-	1	1	-	-	-	-	-	1	2	
	1971	-	-	-	-	-	-	1	-	1	1	-	-	-	-	-	1	2	
(i) English Pool	1970	-	-	-	-	-	-	-	-	-	-	1	-	3	8	1	13	13	
	1971	-	-	-	-	-	-	-	-	-	-	1	1	2	8	1	13	13	
(ii) French Pool	1970	-	-	-	-	-	-	-	-	-	-	1	1	1	3	9	15	15	
	1971	-	-	-	-	-	-	-	-	-	-	1	1	1	3	9	15	15	
(iii) Spanish Pool	1970	-	-	-	-	-	-	-	-	-	-	-	1	-	4	-	5	5	
	1971	-	-	-	-	-	-	-	-	-	-	-	1	-	4	-	5	5	
Languages Division	1970	-	-	1	2	2	8	-	-	13	-	1	-	1	1	-	3	16	
	1971	-	-	1	2	2	8	-	-	13	1	-	-	1	1	-	3	16	
TOTALS	1970	2	4	10	12	14	22	18	5	87	4	16	16	24	40	12	112	199	
	1971	2	4	9	14	14	21	19	5	88	9	11	17	26	36	12	111	199	

(ii) Temporary assistance (including overtime) - \$136,000

1970 Budget	:	\$120,000
1969 Expenditure	:	\$ 69,303
1968 Expenditure	:	\$ 79,218

The following provisions have been made:

(a) \$56,200 (1970: \$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 41) the 1970 budget figures have been taken as the basis for the calculation of 1971 requirements.

(b) \$31,300 for the Tariff Study (1970: \$31,000) covering the cost of twelve man/months of a computer programmer, twenty-four man/months of statistical assistance and twelve man/months of card-punching operators. This temporary staff is required in order to continue the Tariff Study programmes commenced in 1968. The 1971 programme consists of the following:

- (i) Updating to 1969 of the basic tariff/import data files and establishment of 4-5 new files on non-industrial countries;
- (ii) analytical calculations and further summaries of the tariff situation that may be required by the Committee on Trade in Industrial Products and/or the Agriculture Committee;
- (iii) adjustment of tariff descriptions already on the country files to correspond more closely to the text of consolidated schedules;
- (iv) production of tape copies of the tariff/import data files for use by governments of countries participating in the Tariff Study;
- (v) extraction of tariff/import data for the internal use of the secretariat and the International Trade Centre.

Further, the estimate includes the equivalent of six man/months for the expert assistance of an economic analyst on the assumption that the Committee on Trade in Industrial Products would wish to have the advice of an independent outside expert in respect of certain problems within the Tariff Study.

(c) \$9,500 (1970: \$9,000) for twelve man/months of translators to continue to bring up to date the English, French and Spanish glossaries for the use of the GATT translators.

(d) \$26,000 (1970: \$24,000) for twenty-four man/months of professional assistance to continue the reinforcement on a temporary basis of the External Relations Section and the Trade Intelligence Division which was approved by the CONTRACTING PARTIES within the 1970 Budget Estimates.

(e) \$13,000 for twelve man/months of professional assistance at a junior level in order to reinforce temporarily the Agriculture Division to cope with the workload arising from the management of the Skimmed Milk Powder Arrangement.

(iii) Consultants - \$33,000

1970 Budget	:	\$25,500
1969 Expenditure	:	\$12,981
1968 Expenditure	:	\$ 6,773

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, etc. It also provides for the cost of the special consultant whose services have been retained since 1962 in connexion with the training courses on Commercial Policy.

The provision has been increased in order to give the Director-General greater flexibility in responding to country requests for technical assistance.

(iv) Travel - \$47,000

(a) Travel on official business - \$37,000

1970 Budget	:	\$37,000
1969 Expenditure	:	\$33,837
1968 Expenditure	:	\$25,279

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 when travel is undertaken exclusively on behalf of and in the interest of the CONTRACTING PARTIES as a whole.

(b) Technical assistance travel - \$10,000

1970 Budget	:	\$6,000
1969 Expenditure	:	\$4,949
1968 Expenditure	:	\$5,413

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, including research missions for studies and expanded consultations, missions in connexion with the ECA/GATT training courses in Commercial Policy held in Africa, travel by staff accompanying on study tours the trainees participating in GATT Commercial Policy training courses, etc.

The provision has been increased in order to provide for the additional travel of consultants arising from the need to respond to urgent country requests for technical assistance as mentioned under item (iii) above.

Section 2 - Common Staff Costs\$545,000

(i) Installation grants - \$7,000

1970 Budget	:	\$7,000
1969 Expenditure	:	\$8,581
1968 Expenditure	:	\$5,161

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 (\$18 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 (\$9 per day) for thirty days.

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

1970 Budget	:	\$17,000
1969 Expenditure	:	\$20,194
1968 Expenditure	:	\$20,922

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.

(iii) Separation payments - \$12,000

1970 Budget	:	\$12,000
1969 Expenditure	:	\$33,420
1968 Expenditure	:	\$13,735

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 - \$310,000

1970 Budget	:	\$295,000
1969 Expenditure	:	\$277,890
1968 Expenditure	:	\$231,917

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 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 \$15,000 in the estimate for 1971 are: (a) adjustments of the general service category salary scales (\$5,000); (b) regular salary increments and regradings (\$7,500); (c) retardation factor for the new posts established in 1970 (\$2,500). As in previous years the provision has been reduced 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

1970 Budget	:	\$18,000
1969 Expenditure	:	\$43,016
1968 Expenditure	:	\$22,764

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 and home leave - \$32,000

1970 Budget	:	\$40,000
1969 Expenditure	:	\$22,545
1968 Expenditure	:	\$20,126

The estimate covers travel expenses and subsistence allowances for non-locally recruited staff members and their families eligible for home leave in 1971.

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 1971 entitlement the requirements under this item would amount to approximately \$36,000.

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 - \$116,000

(a) Family allowances - \$81,000

1970 Budget	: \$76,500
1969 Expenditure	: \$69,949
1968 Expenditure	: \$65,369

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 \$4,500 is accounted for by the retardation factor for the new posts established in 1970 and by the greater number of allowances payable in 1971.

(b) Education grants and related travel - \$35,000

1970 Budget	: \$34,000
1969 Expenditure	: \$21,274
1968 Expenditure	: \$21,346

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

The increase over 1970 is accounted for by the retardation factor for the new posts established in 1970 and takes into account higher scholastic fees.

(viii) Joint services - \$10,000

1970 Budget	: \$9,500
1969 Expenditure	: \$8,600
1968 Expenditure	: \$7,730

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 for these services is based on provisional budgets established by the responsible organizations.

(ix) Other common staff costs - \$23,000

1970 Budget	:	\$19,600
1969 Expenditure	:	\$17,343
1968 Expenditure	:	\$15,953

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. In addition, the estimate includes, for the first time, a contribution to the administrative costs of the Society, which accounts for the increase over 1970. The estimate also covers expenditure in connexion with medical examinations required on appointment of new staff members.

Section 3 - Common Services \$268,800

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

1970 Budget	:	\$3,700
1969 Expenditure	:	\$3,401
1968 Expenditure	:	\$2,922

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

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

1970 Budget	:	\$2,000
1969 Expenditure	:	\$2,997
1968 Expenditure	:	\$1,826

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 - \$8,500

1970 Budget	:	\$6,500
1969 Expenditure	:	\$6,586
1968 Expenditure	:	\$4,550

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 1971 is due to the continued increasing need for information material.

(iv) Rental and maintenance of premises and equipment - \$80,100

The details are as follows:

	<u>1968</u>	<u>1969</u>	<u>1970</u>	<u>1971</u>
	<u>Expenditure</u>	<u>Expenditure</u>	<u>Budget</u>	<u>Estimates</u>
	<u>US\$</u>	<u>US\$</u>	<u>US\$</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>	3,249	3,839	4,000	4,000
The estimate provides for the cost of electricity for the GATT premises				
(c) <u>Water supply</u>	564	870	800	800
The estimate provides for the cost of the water supply to the GATT premises including the gardener's lodge.				
(d) <u>Heating</u>	3,205	2,913	3,000	3,200
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>	2,934	4,059	4,000	4,300
The estimate provides for the rental of telephone installations and a token amount for local calls, payable to the United Nations.				

	<u>1968</u>	<u>1969</u>	<u>1970</u>	<u>1971</u>
	<u>Expenditure</u>	<u>Expenditure</u>	<u>Budget</u>	<u>Estimates</u>
	<u>US\$</u>	<u>US\$</u>	<u>US\$</u>	<u>US\$</u>
(f) <u>Insurance premiums</u>	2,295	2,741	13,500	16,500

The estimate provides for the premiums for insurance of the GATT premises and of all furniture and equipment against fire and water damage; third party insurance; insurance of service cars; insurance against the organization's liabilities under Appendix D of the Staff Rules. The increase of \$3,000 over 1970 is due to the inclusion of a provision in 1971 to cover the cost of insurance against GATT's 50 per cent liability under Appendix D to staff of the ITC UNCTAD/GATT, which was approved in principle by the CONTRACTING PARTIES in 1969. The insurance also covers the entire risk in respect of accidents occurring to Centre staff outside working hours.

(g) <u>Cleaning materials</u>	517	629	600	800
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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.

	<u>1968</u> <u>Expenditure</u> <u>US\$</u>	<u>1969</u> <u>Expenditure</u> <u>US\$</u>	<u>1970</u> <u>Budget</u> <u>US\$</u>	<u>1971</u> <u>Estimates</u> <u>US\$</u>
(h) <u>Maintenance expenditure</u>	8,932	14,933	14,500	16,600
<p>The estimate covers continuing charges for maintenance and repairs to GATT premises and office equipment as well as the cost of maintenance of gardens. It also covers the cost of purchase and cleaning of uniforms for messengers and drivers. The increase over the 1970 estimate is accounted for by the cost of some re-painting work of the GATT premises anticipated for 1971 as well as other additional maintenance work to be carried out.</p>				
(i) <u>Casual labour</u>	23,673	25,265	26,200	28,000
<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 GATT premises. The increase is accounted for by the higher fees payable to the cleaning firm and wage increases for the four cleaners.</p>				
(j) <u>Maintenance of service cars</u>	621	1,207	1,100	1,200
<p>The estimate provides for the maintenance and repairs, including petrol and oil, of service cars.</p>				
	50,664	61,130	72,400	80,100

(v) Postal services - \$25,000

1970 Budget : \$25,000
1969 Expenditure : \$21,353
1968 Expenditure : \$24,687

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

1970 Budget : \$14,000
1969 Expenditure : \$13,892
1968 Expenditure : \$12,764

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

1970 Budget : \$99,000
1969 Expenditure : \$71,116
1968 Expenditure : \$81,265

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

(viii) External audit - \$2,500

1970 Budget : \$2,500
1969 Expenditure : \$2,500
1968 Expenditure : \$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 1971 accounts.

(ix) Other services and miscellaneous expenditure - \$34,000

1970 Budget : \$22,000
1969 Expenditure : \$29,231
1968 Expenditure : \$10,858

The estimate provides for the cost of miscellaneous services and supplies relating to the Tariff Study, such as the use of a computer, the rental of a card-punching machine, tapes, etc. (\$24,000). In addition, the estimate provides for other miscellaneous expenditure, such as the cost of night security services, rental of special typewriters, advertisements, bank charges, fees for issuance of visas, laissez-passer and passports, etc. (\$10,000).

The higher provision over 1970 reflects the increasing scope of operation and higher cost in connexion with the Tariff Study and also the inclusion of a provision for rental of an automatic typewriter for 1971.

Section 4 - Printing..... \$65,000

1970 Budget : \$65,000
1969 Expenditure : \$44,450
1968 Expenditure : \$70,822

The estimate provides for the printing cost (inclusive of paper) of the following publications based on the expected number of pages to be reproduced:

	US\$
BISD - Eighteenth Supplement (EFS) ¹	7,500 '✓
International Trade 1970 (EFS)	19,000 '✓
Status of the Legal Instruments of the GATT (EF)	2,500 '✓
The Activities of GATT (EFS)	2,800 ✓
GATT, What it is (EFSG)	2,800 ✓
List of publications (EFS)	2,000 ✓
Certificates of Modification to Schedules (A)	3,000
Comparative Tabulations resulting from the Tariff Study (A) <i>(revised)</i>	10,000 '✓
Printing paper, reprints, information papers, protocols of accession, Trade Intelligence papers, miscellaneous legal instruments, binding of documents, etc.	15,400
	<u>65,000</u>

Section 5 - Representation and Hospitality \$15,000

1970 Budget : \$15,000
1969 Expenditure : \$11,419
1968 Expenditure : \$ 9,620

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

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

\$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. The Assistant Director-General in charge of External Relations and Public Information also obtains full reimbursement. 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 - Public information \$3,000

1970 Budget : \$3,000

A provision under this section was approved by the CONTRACTING PARTIES in 1969 and included for the first time in the 1970 Budget Estimates. It is intended to cover miscellaneous expenditure arising from a programme of public information designed to make the aims and activities of the GATT more widely known, mainly through regular contacts with representative groups of journalists.

Section 7 - Permanent Equipment \$24,000

1970 Budget : \$25,185
1969 Expenditure : \$28,011
1968 Expenditure : \$49,556

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

	US\$
Recording machines	4,750
Electric typewriters	5,350
Calculators and adding machines	2,800
Duplicating machines (Roneo)	2,700
Carpets	1,000
Miscellaneous office furniture and storage equipment	7,400
	<hr/>
	24,000
	<hr/>

PART III: INTERNATIONAL TRADE CENTRE UNCTAD/GATT

Section 1 - Contribution to the International Trade Centre UNCTAD/GATT . \$686,200

1970 Budget : \$671,600
1969 Expenditure : \$671,600
1968 Expenditure : \$730,140¹

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 1971 budget estimates for the Trade Centre have been set forth in document ITC/AG/12 and they are based on the work programme (ITC/AG/9) as recommended by the Joint Advisory Group on the International Trade Centre (ITC/AG/11) 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 1971 are estimated at \$1,546,000. After deducting miscellaneous income in an estimated amount of \$14,000 and contributions of \$160,000 to be received towards overhead costs relating to extra-budgetary projects, the net amount to be provided for equally in the budgets of GATT and the United Nations is \$1,372,400.

PART IV: UNFORESEEN EXPENDITURE

Section 1 - Unforeseen Expenditure \$50,000

1970 Budget : \$50,000
1969 Expenditure : \$50,000 (amount transferred to
other items to cover
authorized expenditure)
1968 Expenditure : \$ 1,690 - ditto -

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.

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

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 1971

Summary

1. It is proposed that the 1971 budget be financed as follows:

	<u>Amount in US dollars</u>
(a) Contributions assessed on contracting parties	3,782,000
(b) Miscellaneous income	103,000
	<u>3,885,000</u>

Contributions assessed on contracting parties

2. On the basis of the proposed expenditure budget for 1971 an amount of \$3,782,000 is to be assessed on the contracting parties in the form of contributions. The draft scale of contributions for 1971, which is reproduced in Appendix V, is based on the foreign trade figures of the last three available years (1967-1969). 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 \$103,000 for 1971 as compared with an amount of \$108,405 for 1970. The details are as follows:

	<u>1968</u> <u>Actual</u> <u>US\$</u>	<u>1969</u> <u>Actual</u> <u>US\$</u>	<u>1970</u> <u>Budget</u> <u>US\$</u>	<u>1971</u> <u>Estimates</u> <u>US\$</u>
(a) Income on investment	76,436	143,513	86,000	80,000
(b) Sale of publications	18,627	12,978	15,000	15,000
(c) Profit or loss on exchange	(2,580)	(11,640)	-	-
(d) Savings on previous year's outstanding obligations	1,155	1,137	2,000	1,000
(e) Refund of the Organization's con- tribution to the United Nations Joint Staff Pension Fund in respect of participant withdrawals	1,007	5,533	-	2,000
(f) Other income	9,823	8,157	5,405	5,000
(g) Share of ITC miscellaneous income	-	8,831	-	-
	<u>104,468</u>	<u>168,509</u>	<u>108,405</u>	<u>103,000</u>

4. The estimate for 1971 income on investments has been set at \$80,000. Actual receipts are expected to result in earnings of \$110,000 for 1970 due to extremely high interest rates obtainable at present on short-term deposit accounts. The proposed estimate for 1971 takes into account the probability of continuing high interest rates. However, as it is felt that the artificially high rates may well come down to more realistic levels during 1971, the estimate has been adjusted accordingly.

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 ^{1/}
	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 47,000
	Net	6,432	8,196	9,946	12,011	14,579	16,535	19,266 30,100
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	11,980	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	15,180	18,570	22,930		
	Net	7,827	9,624	11,626	13,870	16,704		
IX	Gross	10,080	12,660	15,580	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	12,186	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			17,180				
	Net			12,967				

^{1/} Effective 1 April 1966.

APPENDIX II

SCALES OF POST ADJUSTMENTS

CLASS 3

(in US dollars)

Step		Grade							
		P.1	P.2	P.3	P.4	P.5	D.1	D.2	Ungraded
I	D	828	1,053	1,278	1,530	1,836	2,034	2,259	2,736
	S	552	702	852	1,020	1,224	1,356	1,506	1,824
II	D	855	1,089	1,314	1,575	1,872	2,070	2,313	2,988
	S	570	726	876	1,050	1,248	1,380	1,542	1,992
III	D	882	1,125	1,350	1,611	1,917	2,115	2,358	
	S	588	750	900	1,074	1,278	1,410	1,572	
IV	D	918	1,152	1,386	1,647	1,953	2,151	2,412	
	S	612	768	924	1,098	1,302	1,434	1,608	
V	D	945	1,188	1,422	1,683	1,989	2,187		
	S	630	792	948	1,122	1,326	1,458		
VI	D	981	1,215	1,458	1,728	2,025	2,223		
	S	654	810	972	1,152	1,350	1,482		
VII	D	1,008	1,242	1,494	1,764	2,070	2,259		
	S	672	828	996	1,176	1,380	1,506		
VIII	D	1,044	1,278	1,530	1,800	2,106			
	S	696	852	1,020	1,200	1,404			
IX	D	1,071	1,314	1,566	1,836	2,151			
	S	714	876	1,044	1,224	1,434			
X	D	1,098	1,341	1,611	1,881	2,187			
	S	732	894	1,074	1,254	1,458			
XI	D		1,368	1,647	1,917				
	S		912	1,098	1,278				
XII	D			1,683	1,953				
	S			1,122	1,302				
XIII	D			1,719					
	S			1,146					

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 1970

(in Swiss francs)

Step		Grade						
		G.1	G.2	G.3	G.4	G.5	G.6	G.7
I	Gross	17,849	19,349	21,059	23,391	25,609	28,257	31,760
	Net	15,547	16,672	17,954	19,703	21,367	23,353	25,980
II	Gross	18,479	20,059	21,947	24,413	26,736	29,508	33,311
	Net	16,019	17,204	18,620	20,470	22,212	24,291	27,143
III	Gross	19,108	20,768	22,835	25,436	27,863	30,759	34,861
	Net	16,491	17,736	19,286	21,237	23,057	25,229	28,306
IV	Gross	19,737	21,477	23,723	26,459	28,989	32,009	36,412
	Net	16,963	18,268	19,952	22,004	23,902	26,167	29,469
V	Gross	20,367	22,187	24,611	27,481	30,116	33,260	37,963
	Net	17,435	18,800	20,618	22,771	24,747	27,105	30,632
VI	Gross	20,996	22,896	25,499	28,504	31,243	34,511	39,513
	Net	17,907	19,332	21,284	23,538	25,592	28,043	31,795
VII	Gross	21,625	23,605	26,387	29,527	32,369	35,761	41,064
	Net	18,379	19,864	21,950	24,305	26,437	28,981	32,958
VIII	Gross	22,255	24,315	27,275	30,549	33,496	37,012	42,615
	Net	18,851	20,396	22,616	25,072	27,282	29,919	34,121
IX	Gross	22,384	25,024	28,163	31,572	34,623	38,263	44,234
	Net	19,323	20,928	23,282	25,839	28,127	30,857	35,284
X	Gross	23,513	25,733	29,051	32,595	35,749	39,513	45,896
	Net	19,795	21,460	23,948	26,606	28,972	31,795	36,447
XI	Gross	24,143	26,443	29,939	33,617	36,876	40,764	47,557
	Net	20,267	21,992	24,614	27,373	29,817	32,733	37,610

APPENDIX IV
SCHEDULE OF TEMPORARY ASSISTANCE

	1970 budget Man/days US\$	Deletions Man/days US\$	Cost increase of continuing requirements US\$	Additional requirements for 1971 Man/days US\$	1971 estimates Man/days US\$	Total 1969 expenditure Man/days US\$
Tariff study						
Programme Analyst	360 8,500		450		360 8,950	360 7,717
Statistical Assistants	720 10,000		500		720 10,520	752 10,370
Senior Economic Analyst	180 7,000				180 7,000	
Consultant (Trade and Tariff Data Bank)	90 4,500	(90) (4,500)				
Stenographer-Typist	- 1,000	- (1,000)		360 4,850	360 4,850	
Other						
Counsellors and Economic Affairs Officers	720 24,000		2,000	360 13,000	1,080 39,000	63 1,920
Interpreters	188 9,078		450	112 6,472	300 16,000	349 17,947
Revisers	592 28,010		2,075	18 915	610 31,000	532 25,782
Translators	641 19,856		1,511	19 633	660 22,000	768 23,469
Translator (Glossary)	360 9,000		500		360 9,500	
Secretaries, Clerks, Stenographers, Typists	2,106 27,034		2,086	534 7,380	2,640 36,500	2,024 23,684
Sound Operators, Mechanics, Messengers, Drivers	904 8,841		1,204	176 1,955	1,080 12,000	1,038 9,331
Proof-readers	- 2,037		-		- 2,000	- 1,452
Overtime	- 10,181		519		- 10,700	- 9,501
	6,861 169,300	(90) (5,500)	11,295	1,579 35,205	8,350 210,000	5,886 131,173

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

Part I - Section 1 - Twenty-Seventh Session of the CONTRACTING PARTIES US\$ 14,000
 - Section 2 - Meetings of the Council and other Meetings US\$ 60,000
 Part II- Section 1 - Salaries and Wages and Official Travel US\$136,000
 US\$210,000

APPENDIX V
DRAFT SCALE OF CONTRIBUTIONS FOR 1971

(in US dollars)

Country	Percentage	Provisional 1971 contributions	1970 contributions
<u>Contracting parties</u>			
Argentina	0.65	24,580	23,650
Australia	1.89	71,480	66,430
Austria	1.08	40,840	37,910
Barbados	0.12	4,540	4,170
Belgium	3.66	138,420	123,820
Brazil	0.83	31,390	32,000
Burma	0.12	4,540	4,170
Burundi	0.12	4,540	4,170
Cameroon	0.12	4,540	4,170
Canada	5.99	226,540	204,160
Central African Republic	0.12	4,540	4,170
Ceylon	0.17	6,430	6,610
Chad	0.12	4,540	4,170
Chile	0.39	14,750	14,960
Congo (Brazzaville)	0.12	4,540	4,170
Cuba	0.38	14,370	14,610
Cyprus	0.12	4,540	4,170
Czechoslovakia	1.41	53,330	53,910
Dahomey	0.12	4,540	4,170
Denmark	1.45	54,840	51,830
Dominican Republic	0.12	4,540	4,170
Finland	0.82	31,010	29,220
France	6.69	253,010	227,460
Gabon	0.12	4,540	4,170
Gambia	0.12	4,540	4,170
Germany, Federal Republic of	10.84	409,970	368,320
Ghana	0.14	5,290	5,920
Greece	0.45	17,020	15,650
Guyana	0.12	4,540	4,170
Haiti	0.12	4,540	4,170
Iceland	0.12	4,540	4,170
India	0.98	37,060	39,300
Indonesia	0.32	12,100	12,180
Ireland	0.48	18,150	16,700
Israel	0.40	15,130	13,220
Italy	4.95	187,210	167,290

Country	Percentage	Provisional 1971 contributions	1970 contributions
<u>Contracting parties (cont'd)</u>			
Ivory Coast	0.17	6,430	5,570
Jamaica	0.15	5,670	5,220
Japan	6.20	234,480	202,770
Kenya	0.14	5,290	5,220
Korea	0.45	17,020	12,520
Kuwait	0.45	17,020	16,350
Luxemburg	0.32	12,100	10,780
Madagascar	0.12	4,540	4,170
Malawi	0.12	4,540	4,170
Malaysia	0.60	22,690	21,570
Malta	0.12	4,540	4,170
Mauritania	0.12	4,540	4,170
Netherlands, Kingdom of the	4.60	173,970	157,900
New Zealand	0.48	18,150	18,090
Nicaragua	0.12	4,540	4,170
Niger	0.12	4,540	4,170
Nigeria	0.32	12,100	11,830
Norway	1.12	42,360	39,300
Pakistan	0.40	15,130	14,960
Peru	0.36	13,610	14,260
Poland	1.40	52,950	49,040
Portugal	0.67	25,340	23,650
Rhodesia	0.13	4,920	5,220
Rwanda	0.12	4,540	4,170
Senegal	0.12	4,540	4,170
Sierra Leone	0.12	4,540	4,170
South Africa	1.21	45,760	42,780
Spain	1.27	48,030	44,870
Sweden	2.42	91,520	84,870
Switzerland	2.04	77,150	68,170
Tanzania	0.12	4,540	4,170
Togo	0.12	4,540	4,170
Trinidad and Tobago	0.21	7,940	8,000
Turkey	0.29	10,970	11,130
Uganda	0.12	4,540	4,170
United Arab Republic	0.35	13,240	13,220
United Kingdom of Great Britain and Northern Ireland	9.46	357,780	338,410
United States of America	16.35	618,360	571,440
Upper Volta	0.12	4,540	4,170
Uruguay	0.12	4,540	4,170
Yugoslavia	0.75	28,360	26,440

Country	Percentage	Provisional 1971 contributions	1970 contributions
<u>Associated Governments</u>			
Cambodia	0.12	4,540	4,170
Tunisia	0.12	4,540	4,170
	100.00	3,782,000	3,478,000