

GENERAL AGREEMENT ON
TARIFFS AND TRADE

RESTRICTED

L/4040

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Limited Distribution

BUDGET ESTIMATES

FOR

THE FINANCIAL YEAR 1975

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BUDGET ESTIMATES FOR THE FINANCIAL YEAR 1975

Introduction

1. The Director-General herewith submits his budget proposals concerning the expenses and income for the secretariat for 1975.
2. The estimates of expenditure take account of the anticipated requirements of the secretariat deriving from the work programme for 1975 and the tentative programme of meetings. In particular, the estimates are based on the assumption that the contracting parties and other countries will continue to be heavily engaged throughout 1975 in wide-ranging multilateral trade negotiations within GATT.
3. In accordance with the Director-General's usual practice, austerity has been the governing factor in the preparation of these budget estimates which reflect the policy of meeting requirements for the implementation of the work programme through redeployment of available staff resources supplemented by the use of temporary assistance on an ad hoc basis. Thus, no increase is proposed in the total permanent establishment which remains at the 1974 level of 198 posts, but it has been necessary to augment the provisions for temporary assistance somewhat. This policy is still considered to be the most economical approach. However, once again the estimates have been made in a period of full inflation and the persistent rises in price levels are unavoidably reflected in the budget. In addition to the automatic adjustment of salary levels as a result of inflationary cost increases, the cost of essential equipment and services has inevitably risen.
4. Total expenditure is estimated at SwF 26,972,000, representing a net increase of SwF 2,398,000 or 9.75 per cent over the 1974 appropriations. In addition, a provision of SwF 2,500,000 has been made to cover a contribution to the Building Fund. Of the total increase, SwF 2,087,500 or 8.40 per cent represents net unavoidable increases, and SwF 310,500 or 1.26 per cent other increases, as analyzed in the following table:

ANALYSIS OF THE INCREASE OF THE 1975 ESTIMATES
BY COMPARISON WITH THE 1974 APPROPRIATIONS

	Swiss francs	%
1974 APPROPRIATIONS	24,574,000	
INCREASE IN 1975:		
1. Unavoidable increases, including post adjustment increases, the effect of the consolidation of 5 classes of post adjustment into base salary on 1 January 1974, general service salary increases, regular salary increments, common staff costs, and printing	1,472,500	5.99
2. Increase in GATT contribution to ITC	415,000	1.69
3. Other increases or decreases in regular budget:		
Regradings	20,500	
Additional temporary assistance requirements	130,000	
Additional computer use	70,000	
Printing of additional tabulations for Tariff Study	65,000	
Reduction of permanent equipment requirements	(15,000)	
	270,500	1.10
4. Trade Negotiations:		
Unavoidable increases:		
Staff cost	77,000	
Common staff costs and other	<u>123,000</u>	
	200,000	0.81
Other increases or decreases:		
Additional staff requirements	200,000	0.81
Deletion of provision for training course	(160,000)	(0.65)
	<u>240,000</u>	<u>0.97</u>
Total 1975 increase	2,398,000	9.75
1975 ESTIMATES	26,972,000	
Contribution to the Building Fund	2,500,000	
TOTAL	29,472,000	

5. At the time that these budget estimates were prepared, the internal accounting rate had been set at SwF 2.98/US\$1 and, therefore, 1975 commitments in US dollars, such as Pension Fund contributions for professional staff, etc., were calculated at that rate.

6. The General Assembly of the United Nations last year requested the International Civil Service Advisory Board to examine the situation with regard to the erosion of salaries and allowances of staff members in the professional and higher categories and no provision has been made for the financial implications, which might be significant, of any recommendation that ICSAB might make with regard to salaries. As to allowances, a provision of SwF 75,000 has been made under Family allowances and SwF 30,000 under Education grants on the assumption that the UN General Assembly will raise the allowances payable with effect from 1 January 1975.

7. The grading of professional and general service category posts has again been most carefully considered in the course of the regular annual grading review, resulting in proposals for the regrading of two posts in the professional category and five posts in the general service category. The Director-General also proposes that two other posts presently at P.2 level be authorized for regrading in 1975, provided the responsibilities and workload accruing from developments in the multilateral Trade Negotiations warrant such regradings. The justifications for the professional category regradings are set out in detail in Annex C.

8. As in previous years, the provision for the Trade Negotiations has been made on the understanding that, in the event of partial or non-utilization, no transfer of credits to other sections of the budget would be made without the prior approval of the Council.

9. With regard to the International Trade Centre UNCTAD/GATT, the estimates for 1975 were presented together with the estimates for 1974 in document L/3881. The contribution to be made to the International Trade Centre through the GATT budget is estimated at SwF 5,235,000 for 1975, representing a 50 per cent share of the Centre's regular budget in accordance with the principle of equal partnership with UNCTAD.

10. In accordance with the decision of the Council in February, 1974, a building fund has been established in 1974 from the unencumbered balance of the 1973 surplus to provide for initial expenditure in connexion with the renovation of the present ILO building before occupation by the secretariat in 1976/77. A provision of SwF 2,500,000, representing 50 per cent of the estimated total cost of the renovations, has been made to cover expenditure anticipated in 1975.

11. On the basis of the proposed expenditure budget for 1975, an amount of SwF 28,790,000 is to be assessed on the contracting parties in the form of contributions. This amount takes into account an estimate for miscellaneous income of SwF 682,000.

ANNEX A

SUMMARY OF 1975 EXPENDITURE ESTIMATES

		<u>SwF</u>	<u>SwF</u>
PART I: <u>MEETINGS</u>			
<u>Section</u>			
1	Thirty-first session of the CONTRACTING PARTIES	135,000	
2	Meetings of the Council and other meetings	<u>370,000</u>	
Total Part I			505,000
PART II: <u>SECRETARIAT</u>			
<u>Section</u>			
1	Salaries and wages and official travel	12,621,000	
2	Common staff costs	2,985,000	
3	Common services	1,610,700	
4	Printing	400,000	
5	Representation and hospitality	78,000	
6	Public information	5,000	
7	Permanent equipment	150,000	
8	Special projects	20,000	
9	Contribution to a Staff Assistance Fund	<u>20,000</u>	
Total Part II:			17,889,700
PART III: <u>UNFORESEEN EXPENDITURE</u>			
<u>Section</u>			
1	Unforeseen expenditure		230,000
PART IV: <u>TRADE NEGOTIATIONS</u>			
<u>Section</u>			
1	Trade Negotiations		3,112,300
PART V: <u>INTERNATIONAL TRADE CENTRE UNCTAD/GATT</u>			
<u>Section</u>			
1	Contribution to the International Trade Centre UNCTAD/GATT		<u>5,235,000</u>
Total			26,972,000
PART VI: <u>ACCOMMODATION</u>			
<u>Section</u>			
1	Contribution to the Building Fund		<u>2,500,000</u>
Grand Total:			<u>29,472,000</u>

ANNEX B

DETAILED SCHEDULES OF 1975 EXPENDITURE ESTIMATES

		<u>1973</u> <u>Expenditure</u> <u>SwF</u>	<u>1974</u> <u>Budget</u> <u>SwF</u>	<u>1975</u> <u>Estimates</u> <u>SwF</u>
PART I: <u>MEETINGS</u>				
Section 1 - <u>Thirty-First Session of the</u> <u>CONTRACTING PARTIES</u>				
(i)	Temporary assistance (including overtime)	7,570	95,000	105,000
(ii)	Travel and subsistence of temporary staff	641	8,000	8,000
(iii)	Rental of meeting rooms and additional office space	3,500	20,000	20,000
(iv)	Other services	<u>589</u>	<u>2,000</u>	<u>2,000</u>
	Total Section 1:	<u>12,300</u>	<u>125,000</u>	<u>135,000</u>
Section 2 - <u>Meetings of the Council</u> <u>and other Meetings</u>				
(i)	Temporary assistance (including overtime)	200,528	280,000	290,000
(ii)	Travel and subsistence of temporary staff	7,485	8,000	8,000
(iii)	Rental of meeting rooms and additional office space	37,991	70,000	70,000
(iv)	Other services	<u>3,025</u>	<u>2,000</u>	<u>2,000</u>
	Total Section 2:	<u>249,029</u>	<u>360,000</u>	<u>370,000</u>
	Total Part I:	<u>261,329</u>	<u>485,000</u>	<u>505,000</u>

		<u>1973</u> <u>Expenditure</u> <u>SwF</u>	<u>1974</u> <u>Budget</u> <u>SwF</u>	<u>1975</u> <u>Estimates</u> <u>SwF</u>
PART II: <u>SECRETARIAT</u>				
Section 1 - <u>Salaries and Wages and Official Travel</u>				
(i)	Established posts	9,133,085	10,563,700	11,590,000
(ii)	Temporary assistance (including overtime) and consultants	601,497	634,000	816,000
(iii)	Travel on official business	<u>172,224</u>	<u>215,000</u>	<u>215,000</u>
	Total Section 1:	<u>9,906,806</u>	<u>11,412,700</u>	<u>12,621,000</u>
Section 2 - <u>Common Staff Costs</u>				
(i)	Installation grants	25,707	27,000	30,000
(ii)	Travel and removal expenses of staff and their dependants	123,358	85,000	105,000
(iii)	Separation payments	113,205	76,000	85,000
(iv)	Contribution to the United Nations Joint Staff Pension Fund	1,347,470	1,590,000	1,690,000
(v)	Repatriation grants	70,791	85,000	100,000
(vi)	Travel on home leave	125,075	150,000	150,000
(vii)	Family allowances, education grants and related travel:			
	(a) Family allowances	289,301	302,000	370,000
	(b) Education grants and related travel	141,511	190,000	200,000
(viii)	Joint services	64,185	70,000	75,000
(ix)	Other common staff costs	<u>171,580</u>	<u>175,000</u>	<u>180,000</u>
	Total Section 2:	<u>2,472,183</u>	<u>2,750,000</u>	<u>2,985,000</u>

		<u>1973</u> <u>Expenditure</u> <u>SwF</u>	<u>1974</u> <u>Budget</u> <u>SwF</u>	<u>1975</u> <u>Estimates</u> <u>SwF</u>
Section 3 - <u>Common Services</u>				
(i)	Cables and telephone communications	16,348	19,000	19,000
(ii)	Freight and cartage	6,404	9,000	9,000
(iii)	Books and information material	39,610	49,000	55,000
(iv)	Rental and maintenance of premises and equipment:			
	(a) Rent	17,154	15,000	15,000
	(b) Electricity	22,445	23,000	25,000
	(c) Water supply	3,831	3,700	4,000
	(d) Heating	33,595	26,500	47,000
	(e) Telephone (rental and local calls)	19,662	28,000	28,000
	(f) Insurance premiums	73,418	85,100	90,000
	(g) Cleaning materials	2,471	3,700	3,700
	(h) Maintenance expenditure	123,608	115,000	130,000
	(i) Casual labour	154,602	160,000	185,000
	(j) Maintenance of service cars	9,391	9,000	11,000
(v)	Postal services	154,219	174,000	190,000
(vi)	Stationery and office supplies	76,221	78,000	80,000
(vii)	Reproduction and distribution of documents	492,155	425,000	425,000
(viii)	External audit	17,191	18,000	19,000
(ix)	Other services and miscellaneous expenditure	<u>169,726</u>	<u>200,000</u>	<u>275,000</u>
	Total Section 3:	<u>1,432,051</u>	<u>1,441,000</u>	<u>1,610,700</u>
Section 4 - <u>Printing</u>				
		<u>249,873</u>	<u>289,700</u>	<u>400,000</u>

	<u>1973</u> <u>Expenditure</u> <u>SwF</u>	<u>1974</u> <u>Budget</u> <u>SwF</u>	<u>1975</u> <u>Estimates</u> <u>SwF</u>
Section 5 - <u>Representation and Hospitality</u>	66,605 =====	63,300 =====	78,000 =====
Section 6 - <u>Public Information</u>	609 =====	5,000 =====	5,000 =====
Section 7 - <u>Permanent Equipment</u>	165,574 =====	165,000 =====	150,000 =====
Section 8 - <u>Special Projects</u>	- =====	20,000 =====	20,000 =====
Section 9 - <u>Contribution to a Staff Assistance Fund</u>	- =====	20,000 =====	20,000 =====
Total Part II:	14,293,701 =====	16,166,700 =====	17,889,700 =====
PART III: <u>UNFORESEEN EXPENDITURE</u>			
Section 1 - <u>Unforeseen Expenditure</u>	- =====	230,000 =====	230,000 =====
PART IV: <u>TRADE NEGOTIATIONS</u>			
Section 1 - <u>Trade Negotiations</u>			
(i) Temporary assistance (including overtime)	749,469	1,891,000	2,138,000
(ii) Common staff costs	149,629	333,000	461,000
(iii) Travel	41,320	45,000	50,000
(iv) Rental of meeting rooms and additional office space	16,450	250,000	250,000
(v) General expenses	75,438	180,000	200,000
(vi) Hospitality	2,606 =====	13,300 =====	13,300 =====
Total Section 1:	1,034,912 =====	2,712,300 =====	3,112,300 =====

	<u>1973</u> <u>Expenditure</u> <u>SwF</u>	<u>1974</u> <u>Budget</u> <u>SwF</u>	<u>1975</u> <u>Estimates</u> <u>SwF</u>
PART V: <u>INTERNATIONAL TRADE CENTRE</u> <u>UNCTAD/GATT</u>			
Section 1 - Contribution to the Inter- national Trade Centre UNCTAD/GATT	4,114,241 =====	4,820,000 =====	5,235,000 =====
TOTAL	19,704,183 =====	24,414,000 ^{1/} =====	26,972,000 =====
PART VI: <u>ACCOMMODATION</u>			
Section 1 - <u>Contribution to the Building</u> <u>Fund</u>			2,500,000 =====
<u>GRAND TOTAL</u>			29,472,000 =====

^{1/} Not including an amount of SwF 160,000 for a Training Course in 1974 under the Trade Negotiations - Total 1974 approved budget: SwF 24,574,000.

ANNEX C

EXPLANATORY NOTES ON 1975 EXPENDITURE ESTIMATES

PART I: MEETINGS

Section 1 - Thirty-First Session of the CONTRACTING PARTIES...SwF 135,000

1974 Budget	:	(two-week session)	SwF 125,000
1973 Expenditure	:	(two-day session)	SwF 12,300
1972 Expenditure	:	(two-week session)	SwF 107,356

The estimate for the thirty-first 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) - SwF 105,000

1974 Budget	:	SwF 95,000
1973 Expenditure	:	SwF 7,570
1972 Expenditure	:	SwF 89,877

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 (90 man/days), revisers and translators (120 man/days), and stenographers, transcribers, typists, messengers and drivers (300 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 - SwF 8,000

1974 Budget	:	SwF 8,000
1973 Expenditure	:	SwF 641
1972 Expenditure	:	SwF 7,571

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 - SwF 20,000

1974 Budget : SwF 20,000

1973 Expenditure : SwF 3,500

1972 Expenditure : SwF 8,626

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 since 1 July 1973 for such services.

(iv) Other services - SwF 2,000

1974 Budget : SwF 2,000

1973 Expenditure : SwF 589

1972 Expenditure : SwF 1,282

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 MeetingsSwF 370,000

As it is not possible at present to establish a final programme of meetings for 1975, it is proposed to maintain the same figures as approved for 1974, taking into account, however, the higher salary costs for staff.

Details are as follows:

	<u>1972</u> <u>Expenditure</u> <u>SwF</u>	<u>1973</u> <u>Expenditure</u> <u>SwF</u>	<u>1974</u> <u>Budget</u> <u>SwF</u>	<u>1975</u> <u>Estimates</u> <u>SwF</u>
(i) Temporary assistance (including overtime)	298,942	200,528	280,000	290,000
(ii) Travel and subsistence of temporary staff	13,571	7,485	8,000	8,000
(iii) Rental of meeting rooms and additional office space	32,212	37,991	70,000	70,000
(iv) Other services	<u>1,198</u>	<u>3,025</u>	<u>2,000</u>	<u>2,000</u>
	<u>345,923</u>	<u>249,029</u>	<u>360,000</u>	<u>370,000</u>

PART II: SECRETARIAT

Section 1 - Salaries and Wages and Official Travel.....SwF 12,621,000

(i) Established posts - SwF 11,590,000

1974 Budget : SwF 10,563,700

1973 Expenditure : SwF 9,133,085

1972 Expenditure : SwF 8,921,875

The total number of posts proposed for 1975 is 198, of which 3 are ungraded, 92 are professional and above and 103 are general service posts. (See Manning Table on page 18).

The estimate provides for the following payments:

Ungraded and professional posts:

Director-General's remuneration as set by the CONTRACTING PARTIES from 1 January 1974 (Appendix I, page 43);

Deputy Directors-General's remuneration as set by the CONTRACTING PARTIES from 1 January 1974 (Appendix I, page 43);

Salaries for professional category and above as per salary scales effective from 1 January 1974 (Appendix I, page 43);

Post adjustment classification for Geneva at Class 11 1/5 (SwF 2.98/US\$1); on the basis of projection of the trend of the cost-of-living index, an upward revision of the post adjustment classification to Class 12 is anticipated by December 1974, Class 13 by May 1975, and Class 14 by October 1975 (Appendix II, page 44).

General service category posts:

Salaries as per salary scales effective from 1 February 1974 (Appendix III, page 45); upward revisions are anticipated by August 1974, February 1975 and August 1975;

Language allowance payable in accordance with Staff Rules;

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

The increase of SwF 1,026,300 as compared with the 1974 approved credit of SwF 10,563,700 is accounted for by:

	<u>SwF</u>
(a) the effect in 1975 of the consolidation of 5 classes of post adjustment into base salary with effect from 1 January 1974	93,800
(b) the post adjustment classification anticipated for 1975	427,400
(c) the adjustments of general service category salary scales	324,400
(d) the regular salary increments	202,900
(e) the regrading of 2 professional and 5 general service category posts	17,000
(f) appointments made at a lower salary level than provided in the 1974 budget	<u>(39,200)</u>
	<u>1,026,300</u>

REGRADINGS

Office of the Director-General

Training Section

1 Administrative Officer,
P.2 to P.3

The responsibilities of this post have grown commensurately with the increased attention focused on the secretariat's training activities. The duties involve, among other things, the administration of the Training Section's activities, including the counselling and advising of the trainees from developing countries attending the GATT courses in Geneva; the drafting for signature by the Director of communications to governments, delegations, outside lecturers, candidates, etc. in connexion with the courses; participation in the scrutiny of applications from candidates; assistance in the preparation of programmes, etc.; visiting the country concerned, prior to the study tour carried out at the end of each course, so as to discuss with government officials the administrative and other arrangements.

In addition to a detailed familiarity with the relevant UN and UNDP administrative and financial procedures, the work requires planning and co-ordinating skill and considerable experience, adaptability, maturity and versatility. Fluency in English and French (spoken and written) and, if possible, in Spanish, is also necessary. The present incumbent is tri-lingual in the three languages and has served in the GATT and other international organizations for over twenty years.

These duties are clearly of P.3 level.

Department of Conference Affairs and Administration

Administrative and Financial Division

Documents Reproduction Section

1 Senior Clerk, G.7 to
, Chief of Section, P.1/P.2

The incumbent of this post is in charge of the Documents Reproduction Section and as such he has full responsibility for the reproduction of all documents processed directly by the secretariat and he plays an increasingly important co-ordinating rôle in their distribution and in the documents research work relating thereto. He is also responsible for stock control and for the reception and custody of secret documents. He has established a process of micro-filming for all important GATT documents.

The nature of the work of the Documents Reproduction Section confers on its Chief considerable independence of action and important supervisory functions which have steadily increased over the years and will continue to do so, particularly within the context of the policy of amplifying the equipment for documents reproduction in order to increase the service's capacity and to establish independent services, especially in view of the eventual transfer to the ILO building.

The functions and responsibilities attached to the post are clearly of professional level as was recognized already in 1972 when, for reasons of economy, a regrading from G.6 to G.7 was requested for 1973 rather than a regrading to the professional level. It is now proposed that the situation be regularized by setting the post at the P.1/P.2 level.

SCHEDULE OF ESTABLISHED POSTS

Year	DG	Professional Category and above										General Service Category					Total
		DDG	D2	D1	P5	P4	P3	P2/1	Sub-		G7	G6	G5	G4	G3	G2	Sub- Total
1974	Office of the Director General	1	2	1	-	1	-	2	7								7
1975		1	2	-	-	1	-	2	6								6
1974	External Relations Section..	-	-	-	1	-	-	-	1								3
1975		-	-	-	1	-	-	-	1								3
1974	Information and Library	-	-	-	1	-	1	2	4								11
1975	Service.....	-	-	-	1	-	1	2	4								11
1974	Training Section.....	-	-	-	1	-	1	1	3								4
1975		-	-	-	1	-	2	-	3								4
1974	Registry.....	-	-	-	-	-	-	1	1								3
1975		-	-	-	-	-	-	1	1								3
1974	Department of Trade and	1	-	-	-	-	-	-	1								3
1975	Development.....	1	-	1	-	-	-	-	2								5
1974	Development Division.....	-	-	1	2	1	3	1	8								13
1975		-	-	1	2	1	3	1	8								13
1974	Trade Intelligence Division	-	-	1	3	1	3	7	15								25
1975		-	-	1	3	1	3	8	16								25
1974	Department of Trade Policy....	1	-	1	-	-	-	1	3								12
1975		1	-	1	-	-	-	1	3								12
1974	General Division.....	-	-	1	2	2	1	1	7								0
1975		-	-	1	2	2	1	1	7								8
1974	Agricultural Division.....	-	-	1	1	1	1	1	5								5
1975		-	-	1	1	1	1	1	5								5
1974	Special Projects Section....	-	-	-	1	1	1	1	4								4
1975		-	-	-	1	1	1	-	3								3
1974	Department of Conference	-	1	-	-	-	-	-	1								2
1975	Affairs and Administration..	-	1	-	-	-	-	-	1								2
1974	Conference Affairs Division	-	-	1	1	3	1	2	8								11
1975		-	-	1	1	3	1	2	8								11

	Year	Professional Category and above										General Service Category							
		DG	Sub-									G7	Sub-						
			DDG	D2	D1	P5	P4	P3	P2/1	Total	G6		G5	G4	G3	G2	Total	Total	
Administrative and Financial Division.....	1974	-	-	1	-	-	-	-	-	-	1	-	1	-	-	-	-	1	2
	1975	-	-	1	-	-	-	-	-	-	1	-	1	-	-	-	-	1	2
(a) Personnel Section.....	1974	-	-	-	1	-	1	-	-	-	2	-	2	1	1	1	-	5	7
	1975	-	-	-	1	-	1	-	-	-	2	1	1	1	1	1	-	5	7
(b) Internal Services and Travel Section.....	1974	-	-	-	-	-	1	2	-	-	3	1	1	2	4	4	4	16	19
	1975	-	-	-	-	-	1	2	-	-	3	1	1	2	5	4	3	16	19
(c) Budget and Control Section.....	1974	-	-	-	1	-	1	2	-	-	4	1	1	-	1	-	-	3	7
	1975	-	-	-	1	-	1	2	-	-	4	1	1	-	1	-	-	3	7
(d) Finance and Accounts Section.....	1974	-	-	-	-	1	1	1	-	-	3	-	1	2	-	-	-	3	6
	1975	-	-	-	-	1	1	1	-	-	3	-	2	1	-	-	-	3	6
(e) Documents Reproduction Section.....	1974	-	-	-	-	-	-	-	-	-	-	1	-	1	-	2	-	4	4
	1975	-	-	-	-	-	-	-	1	-	1	-	-	1	-	2	-	3	4
(f) Stenographic and Typing Section.....	1974	-	-	-	-	-	-	1	-	-	1	1	-	-	-	-	-	1	2
	1975	-	-	-	-	-	-	1	-	-	1	1	-	-	-	-	-	1	2
(i) English Pool.....	1974	-	-	-	-	-	-	-	-	-	-	1	1	1	7	-	-	10	10
	1975	-	-	-	-	-	-	-	-	-	-	1	2	-	7	-	-	10	10
(ii) French Pool.....	1974	-	-	-	-	-	-	-	-	-	-	1	1	3	6	-	-	11	11
	1975	-	-	-	-	-	-	-	-	-	-	1	1	3	6	-	-	11	11
(iii) Spanish Pool....	1974	-	-	-	-	-	-	-	-	-	-	1	1	2	2	-	-	6	6
	1975	-	-	-	-	-	-	-	-	-	-	1	1	2	2	-	-	6	6
Languages Division.....	1974	-	-	1	3	3	4	1	-	-	12	-	-	1	-	-	-	1	13
	1975	-	-	1	3	3	4	1	-	-	12	-	-	1	-	-	-	1	13
TOTALS....	1974	3	3	9	18	14	20	27	-	-	94	7	18	21	24	29	5	104	198
	1975	3	3	9	18	14	21	27	-	-	95	7	20	19	25	28	4	103	198

(ii) Temporary assistance (including overtime) and consultants - SwF 816,000

1974 Budget : SwF 634,000

1973 Expenditure : SwF 601,497

1972 Expenditure : SwF 775,024

As can be seen from the Schedule of Temporary Assistance (Appendix IV, page 46) the 1974 approved budget figures have been taken as the basis for the calculation of the 1975 requirements. The credit has been increased to take account of higher salaries payable to staff in 1975 and to provide, under the item for consultants and other professional assistance, for the salary of the Chairman of the Textile Surveillance Body. In view of the trend of expenditure in past years, additional provision of 720 man/days for secretarial assistance has been made.

The provision of SwF 816,000 can be analyzed as follows:

(a) SwF 417,700 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 on this item.

(b) SwF 51,200 for the establishment of a consolidated tri-lingual glossary and other specialized glossaries for the use of the GATT translators.

(c) SwF 347,100 for consultants and other professional assistance required for short periods on special projects such as studies on textiles, studies on economic development of various countries, technical assistance missions and for the reinforcement on a temporary basis of the substantive activities of the secretariat which have been approved by the CONTRACTING PARTIES. The estimate also provides for fees payable to the special consultant whose services have been retained since 1962 in connexion with the training courses on Commercial Policy, and for the salary payable to the Chairman of the Textiles Surveillance Body.

(iii) Travel on official business - SwF 215,000

1974 Budget : SwF 215,000
1973 Expenditure : SwF 172,224
1972 Expenditure : SwF 192,030

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. Provision is also made 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, travel by staff accompanying on study tours the trainees participating in GATT Commercial Policy training courses, 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.

Section 2 - Common Staff CostsSwF 2,985,000

(i) Installation grants - SwF 30,000

1974 Budget : SwF 27,000
1973 Expenditure : SwF 25,707
1972 Expenditure : SwF 31,006

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 (\$34 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 (\$17 per day) for thirty days.

(ii) Travel and removal expenses of staff and their dependants - SwF 105,000

1974 Budget : SwF 85,000
1973 Expenditure : SwF 123,358
1972 Expenditure : SwF 105,307

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 increased provision reflects the trend of expenditure over recent years.

(iii) Separation payments - SwF 85,000

1974 Budget : SwF 76,000
1973 Expenditure : SwF 113,205
1972 Expenditure : SwF 83,636

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. The increased provision reflects the trend of expenditure over recent years.

(iv) Contribution to the United Nations
Joint Staff Pension Fund - SwF 1,690,000

1974 Budget : SwF 1,590,000
1973 Expenditure : SwF 1,347,470
1972 Expenditure : SwF 1,413,525

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, pages 43 and 45). 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 SwF 100,000 in the estimate for 1975 are:

- (a) adjustments to the general service category salary scales (SwF 76,500);
- (b) regular salary increments and regradings (SwF 40,500);

These increases, totalling SwF 117,000, are offset by a reduction of SwF 17,000 resulting from reduced contributions payable in respect of staff in the professional category due to the change in the accounting rate for the US dollar (1974 Budget: SwF 3.03; 1975 Budget: SwF 2.98). In addition, 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 - SwF 100,000

1974 Budget	:	SwF 85,000
1973 Expenditure	:	SwF 70,791
1972 Expenditure	:	SwF 102,084

The estimate provides for the payment of repatriation grants on separation to non-locally recruited staff in accordance with Staff Rules. The provision has been increased in view of the payments to be made in 1975 to staff members upon retirement.

(vi) Travel on home leave - SwF 150,000

1974 Budget	:	SwF 150,000
1973 Expenditure	:	SwF 125,075
1972 Expenditure	:	SwF 149,296

The estimate covers travel expenses and subsistence allowances for non-locally recruited staff members and their families eligible for home leave in 1975.

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.

(vii) Family allowances, education grants and related travel - SwF 570,000

(a) Family allowances - SwF 370,000

1974 Budget : SwF 302,000
1973 Expenditure : SwF 289,301
1972 Expenditure : SwF 329,497

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. An amount of SwF 75,000 has been included to provide for a partial restoration of the purchasing power of the children's allowance for professional and higher level staff from the amount of \$300, established in 1957, to an amount in the order of \$450, and to raise the amount of the spouse's allowance for such staff from \$400 to \$500. This provision is made on the assumption that the United Nations General Assembly will approve at its 29th Session, with effect from 1 January 1975, recommendations in this respect submitted to the International Civil Service Advisory Board.

(b) Education grants and related travel - SwF 200,000

1974 Budget : SwF 190,000
1973 Expenditure : SwF 141,511
1972 Expenditure : SwF 151,193

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

As in the item for family allowances under (a), an amount of SwF 30,000 has been included on the assumption that the United Nations General Assembly will raise, with effect from 1 January 1975, the maximum amount of the education grant from \$1,500 to \$2,000 with the flat amount for boarding being established at \$900 instead of the present \$650.

(viii) Joint Services - SwF 75,000

1974 Budget : SwF 70,000
1973 Expenditure : SwF 64,185
1972 Expenditure : SwF 59,128

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 - SwF 180,000

1974 Budget : SwF 175,000
1973 Expenditure : SwF 171,580
1972 Expenditure : SwF 149,468

The estimate provides for the organization's contribution to the United Nations Sickness Insurance Society. The organization's share of the total contribution due is set at the same level as the share paid by the staff members. The estimate includes provision for a contribution to the administrative costs of the Society and for expenditure in connexion with medical examinations required on appointment of new staff members.

The increased provision reflects the higher salaries payable to staff members on which the contribution to the UNSIS is based.

Section 3 - Common Services.....SwF 1,610,700

(i) Cables and telephone communications - SwF 19,000

1974 Budget : SwF 19,000

1973 Expenditure : SwF 16,348

1972 Expenditure : SwF 14,536

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

(ii) Freight and cartage - SwF 9,000

1974 Budget : SwF 9,000

1973 Expenditure : SwF 6,404

1972 Expenditure : SwF 9,768

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 - SwF 55,000

1974 Budget : SwF 49,000

1973 Expenditure : SwF 39,610

1972 Expenditure : SwF 36,497

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 increased provision for 1975 is due to the higher cost for such material.

(iv) Rental and maintenance of premises and equipment - SwF 538,700

The details are as follows:

	<u>1972</u> <u>Expenditure</u> <u>SwF</u>	<u>1973</u> <u>Expenditure</u> <u>SwF</u>	<u>1974</u> <u>Budget</u> <u>SwF</u>	<u>1975</u> <u>Estimates</u> <u>SwF</u>
(a) <u>Rent</u>	17,948	17,154	15,000	15,000
The estimate provides for the rent of the Villa Le Bocage and its grounds, payable to the United Nations.				
(b) <u>Electricity</u>	21,565	22,445	23,000	25,000
The estimate provides for the cost of electricity for the GATT premises.				
(c) <u>Water supply</u>	2,147	3,831	3,700	4,000
The estimate provides for the cost of the water supply to the GATT premises including the gardener's lodge.				
(d) <u>Heating</u>	17,069	33,595	26,500	47,000
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. The increase is due to the higher cost for heating oil.				

	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>
	<u>Expenditure</u>		<u>Budget</u>	<u>Estimates</u>
	<u>SwF</u>	<u>SwF</u>	<u>SwF</u>	<u>SwF</u>
(e) <u>Telephone (rental and local calls)</u>	25,986	19,662	28,000	28,000

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>	66,746	73,418	85,100	90,000
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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 in respect of both GATT and ITC staff (24 hours coverage). Since the ITC budget does not provide for such staff insurance, this estimate includes GATT's 50% share in respect of the ITC staff. The increase in the provision is mainly due to the higher salaries payable to staff members on which the premium for the staff insurance is based.

(g) <u>Cleaning materials</u>	1,336	2,471	3,700	3,700
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The estimate provides for the cost of all cleaning materials used for the upkeep of the offices, furniture and equipment.

	<u>1972</u> <u>Expenditure</u> <u>SwF</u>	<u>1973</u> <u>SwF</u>	<u>1974</u> <u>Budget</u> <u>SwF</u>	<u>1975</u> <u>Estimates</u> <u>SwF</u>
(h) <u>Maintenance expenditure</u>	90,894	123,608	115,000	130,000
<p>The estimate covers continuing charges for maintenance and repairs to GATT premises and office equipment as well as the cost of maintenance and gardens. It also covers the cost of purchase and cleaning of uniforms for messengers and drivers. The increase over the 1974 estimate is accounted for by the higher cost and additional maintenance work to be carried out.</p>				
(i) <u>Casual labour</u>	137,577	154,602	160,000	185,000
<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 increased provision takes account of higher fees payable to the cleaning firm and wage increases for the four cleaners.</p>				
(j) <u>Maintenance of service cars</u>	6,782	9,391	9,000	11,000
<p>The estimate provides for the maintenance and repairs, including petrol and oil, of service cars. The higher provision takes account of increased costs.</p>				
	<u>388,050</u>	<u>460,177</u>	<u>469,000</u>	<u>538,700</u>

(v) Postal services - SwF 190,000

1974 Budget : SwF 174,000
1973 Expenditure : SwF 154,219
1972 Expenditure : SwF 131,934

The estimate provides for the cost of postage on correspondence, documents and GATT publications dispatched through the United Nations Mailing Section. It also covers GATT's share in the cost of the United Nations Mailing Section. The increase is due to the higher postal rates applicable as from mid-1974.

(vi) Stationery and office supplies - SwF 80,000

1974 Budget : SwF 78,000
1973 Expenditure : SwF 76,221
1972 Expenditure : SwF 59,701

The estimate provides for the purchase of stationery, stencils and other general office supplies.

(vii) Reproduction and distribution of documents - SwF 425,000

1974 Budget : SwF 425,000
1973 Expenditure : SwF 492,155
1972 Expenditure : SwF 389,868

The estimate provides for the cost of reproduction (inclusive of paper) and distribution by the United Nations of GATT documents as well as material for reproduction and photocopying within the secretariat.

The assembling and stapling machines purchased in 1974 and the proposed purchase of the offset and duplicating machines during 1975 for the GATT Documents Reproduction Section will increase the output of that Section thereby enabling the budgetary provision for this item to be kept at the 1974 level.

(viii) External audit - SwF 19,000

1974 Budget : SwF 18,000
1973 Expenditure : SwF 17,191
1972 Expenditure : SwF 14,225

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 1975 accounts. The increased provision reflects the higher fees and travel expenses payable.

(ix) Other services and miscellaneous expenditure - SwF 275,000

1974 Budget : SwF 200,000

1973 Expenditure : SwF 169,726

1972 Expenditure : SwF 158,746

The estimate provides for miscellaneous expenditure as follows:

	<u>SwF</u>	<u>SwF</u>
(a) Use of a computer:		
- Tariff Study	120,000	
- Statistics on Textile Arrangement	50,000	
(b) Rental of a card-punching machine, cost of magnetic tapes, punch- cards, etc:		
- Tariff Study	15,000	
- Statistics on Textile Arrangement	10,000	
(c) Extraction of statistics from data banks maintained by other organizations	<u>5,000</u>	200,000
(d) Night security services		42,000
(e) Rental of special typewriters		27,000
(f) Contribution to the UN common pur- chase service, rental of stamp distributor, bank charges, fees for issuance of visas, laissez- passer and passports, etc.		<u>6,000</u>
		<u>275,000</u>

The higher provision made is due to the expected increase in
1975 EDP activities.

Section 4 - Printing.....SwF 400,000

1974 Budget : SwF 289,700

1973 Expenditure : SwF 249,873

1972 Expenditure : SwF 190,940

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

	<u>SwF</u>
BISD - Twenty-first Supplement (EFS) ¹	60,000
International Trade 1974 and	
2 Trade Studies (EFS)	110,000
Status of Legal Instruments of the GATT (EF)	10,000
GATT Activities in 1973 (EFS)	13,000
GATT, What it is (EFSG)	15,000
List of publications (EFS)	10,000
Certification of Changes to Schedules (A)	20,000
Comparative Tabulations resulting from	
the Tariff Study (A)	125,000
Printing paper, reprints, information papers,	
protocols of accession, miscellaneous legal	
instruments, binding of documents, etc.	<u>37,000</u>
	400,000
	<u>=====</u>

The increased provision takes account of higher production costs and the estimated number of pages to be printed.

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

Section 5 - Representation and Hospitality.....SwF 78,000

1974 Budget : SwF 63,300
1973 Expenditure : SwF 66,605
1972 Expenditure : SwF 50,722

The estimate under this section provides for the following:

- (a) SwF 45,000 payable to the Director-General in respect of the representation allowance fixed by the CONTRACTING PARTIES in 1973;
- (b) SwF 20,000 payable to the two Deputy Directors-General in respect of the representation allowance fixed by the CONTRACTING PARTIES in 1973;
- (c) SwF 13,000 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 Director-General in charge of the Department of Conference Affairs and Administration, an amount of SwF 2,000 is necessary to enable this senior official to obtain full reimbursement of hospitality extended in the course of his official duties. As regards the Special Assistant to the Director-General and his senior officers in External Relations and Public Information, in view of the special nature of the duties involved, an amount of SwF 4,000 has been provided. The Special Assistant to the Director-General also obtains full reimbursement. The credit of SwF 13,000 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.....SwF 5,000

1974 Budget : SwF 5,000
1973 Expenditure : SwF 609
1972 Expenditure : SwF 1,872

The provision under this section 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.....SwF 150,000

1974 Budget : SwF 165,000
1973 Expenditure : SwF 165,574
1972 Expenditure : SwF 136,323

The estimate of SwF 150,000 provides for additions to and replacements of the following equipment:

	<u>Replacements</u>	<u>Additions</u>
	<u>SwF</u>	<u>SwF</u>
Offset and duplicating machines	8,000	40,000
Calculating machines	-	3,000
Electric typewriters	46,000	2,000
Recording equipment	14,000	-
Miscellaneous office furniture and equipment	<u>22,000</u>	<u>15,000</u>
	<u>90,000</u>	<u>60,000</u>

The offset and duplicating machines are being acquired within the overall programme of establishment of independent reproduction services, particularly with a view to the eventual transfer to the present ILO building. The acquisition of the equipment will enable considerable improvement in operating efficiency leading to economies in staff resources and will make unnecessary any immediate request for additional manpower to cope with a steadily increasing workload.

Section 8 - Special projectsSwF 20,000

1974 Budget : SwF 20,000

1973 Expenditure : SwF ---

1972 Expenditure : SwF 19,200

A provision of SwF 20,000 has been made to cover the organization's financial participation in the Customs Co-operation Council project aimed at establishing a Harmonized Commodity Coding System for goods moving in international trade. The project is of considerable importance to contracting parties and should be completed before the revision of national classifications of goods and services (both moving in international trade and produced domestically), now under way in a number of countries, is finalized. A provision for the basic cost of the current work is now made in the regular budget of the Customs Co-operation Council. The contributions by other international organizations are required to enable the Customs Co-operation Council to carry out the project on an accelerated basis in order to complete it in 1976.

Section 9 - Contribution to a Staff Assistance Fund.....SwF 20,000

1974 Budget : SwF 20,000

1973 Expenditure : SwF ---

The provision under this section, made for the first time in the 1974 budget, is to enable the Director-General to pay into a Staff Assistance Fund an amount of SwF 20,000, as in 1974.

In accordance with a decision of the CONTRACTING PARTIES (document L/3944, paragraph 39) a contribution of SwF 15,000 was made from the 1973 budget. This amount was transferred from Part II, Section 2 (ix).

The purpose of the Fund is to make payments on an ex gratia basis, implying no legal entitlement, to present and former GATT officials, or the survivors of former GATT officials whose present financial situation is causing hardship. The provision for 1975 has been made in view of the particular effect that monetary fluctuations are having on pensions of retired staff members or their dependants.

PART III: UNFORESEEN EXPENDITURE

Section 1 - Unforeseen ExpenditureSwF 230,000

1974 Budget : SwF 230,000

1973 Expenditure : SwF ---

1972 Expenditure : SwF 190,000 (amount transferred to
(other items to cover
(authorized expenditure

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 has been included under this heading 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 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 expenditures on other parts of the budget without the authorization of the CONTRACTING PARTIES or the Council.

PART IV: TRADE NEGOTIATIONS

Section 1 - Trade Negotiations.....SwF 3,112,300

The estimate provides for expenditure in connexion with the multi-lateral comprehensive trade negotiations to take place in Geneva throughout 1974.

(i) Temporary assistance (including overtime) - SwF 2,138,000

1974 Budget : SwF 1,891,000
1973 Expenditure : SwF 749,469

The provision under this heading covers the cost of 19 professional staff, approved in the 1974 budget, required to reinforce the divisions performing the work arising from the Trade Negotiations bearing in mind inter alia the need to provide technical assistance to developing countries. Provision has also been made to cover salaries of nine general service staff required to perform the essential supporting clerical functions for these officers. In addition, provision has been made in respect of interpreters, translators/revisers, stenographers, messengers and drivers needed for these negotiations.

The increase of SwF 247,000 as compared with the 1974 approved credit of SwF 1,891,000 is accounted for by:

	<u>SwF</u>
(a) Increased cost of maintaining existing staff provisions	77,000
(b) Additional staff requirements (2 general service category posts)	70,000
(c) Additional requirements for servicing the negotiations, particularly when meetings are taking place simultaneously, and for additional interpretation requirements	<u>100,000</u>
	247,000
	<u>=====</u>

(ii) Common staff costs - SwF 461,000

1974 Budget : SwF 333,000

1973 Expenditure : SwF 149,629

The estimate under this section provides for the common staff costs of staff engaged specially for the Trade Negotiations under item (i) above as follows:

	<u>SwF</u>
(a) Installation and separation payments	65,000
(b) Contribution to the UNJSPP	195,000
(c) Dependency allowances and education grants	110,000
(d) Other common staff costs	<u>91,000</u>
	<u>461,000</u>

(iii) Travel - SwF 50,000

1974 Budget : SwF 45,000

1973 Expenditure : SwF 41,320

The estimate provides for the payment of travel expenses, subsistence allowances, and other incidental expenses in respect of travel in connexion with the Trade Negotiations.

(iv) Rental of meeting rooms and additional office space - SwF 250,000

1974 Budget : SwF 250,000

1973 Expenditure : SwF 16,450

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 conference room staff.

It is expected that it will be necessary to rent approximately 12 additional offices, outside GATT's present premises, throughout 1975.

(v) General expenses - SwF 200,000

1974 Budget : SwF 180,000

1973 Expenditure : SwF 75,438

The estimate provides for the payment of general expenses incurred in connexion with the Trade Negotiations, such as reproduction and distribution of documents, stationery and office supplies, postal services, casual labour, rental of equipment and cars, etc.

(vi) Hospitality - SwF 13,300

1974 Budget : SwF 13,300

1973 Expenditure : SwF 2,606

The estimate provides for all official hospitality rendered with respect to the Trade Negotiations. For the Senior Adviser for External Relations to the Director-General, appointed in connexion with the Trade Negotiations, a credit of SwF 5,000 has been set aside in order to enable this official to obtain full reimbursement.

PART V: INTERNATIONAL TRADE CENTRE UNCTAD/GATT

Section 1 - Contribution to the International

Trade Centre UNCTAD/GATT.....SwF 5,235,000

1974 Budget : SwF 4,820,000

1973 Expenditure : SwF 4,114,241

1972 Expenditure : SwF 3,756,418

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 1975 budget estimates for the Trade Centre have been set forth in document L/3881 and in UN documents A/C.5/1520 and Corr. 1 and 2. These documents contain the Centre's biennial budget estimates for 1974 and 1975.

The total expenses of the Centre in 1975 are estimated at \$3,878,000. After deducting miscellaneous income in an estimated amount of \$28,000 and contributions of \$610,000 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 \$3,240,000. The accounting rate applied for the preparation of the ITC budget was SwF 3.23 to one dollar.

It can be expected that the Centre will request that supplementary estimates for 1975 be submitted, in order to adjust certain budgetary items for which an accurate computation could not be made at the time that the estimates were prepared. Should it become necessary, the Director-General would make appropriate proposals to the Committee on Budget, Finance and Administration.

PART VI: ACCOMMODATION

Section 1 - Contribution to the Building Fund..... SwF 2,500,000

On the basis of recommendations by the Committee on Budget, Finance and Administration, the CONTRACTING PARTIES decided to transfer the GATT secretariat to the present ILO building.

According to the present time-table, the ILO would vacate the building by March 1975 and the FIPOI¹ (owner of the building) would commence renovations at that time. The CONTRACTING PARTIES decided that GATT would in addition undertake certain modifications, estimated at SwF 5 million, to adapt the premises to its needs. These mainly comprise the refitting and modification of the conference rooms, including their air-conditioning systems and the modification of the lighting fittings and fixtures.

In accordance with paragraphs 6 - 9 of document L/3986, an amount of SwF 622,532, representing the balance of the 1973 surplus account, was transferred to a Building Fund, in order to cover initial expenditures in 1974 in this respect.

A provision of SwF 2,500,000 has been made under this heading of the budget for a contribution to the Building Fund in 1975. Expenditure in 1975 is expected to amount to 50 per cent of the estimated total of renovation of the ILO building to be undertaken by GATT.

¹Fondation des Immeubles pour les Organisations Internationales

ANNEX D
INCOME BUDGET ESTIMATES FOR 1975

Summary

1. It is proposed that the 1975 budget be financed as follows:

	<u>SwF</u>
(a) Contributions assessed on contracting parties	28,790,000
(b) Miscellaneous income	<u>682,000</u>
	29,472,000
	<u>=====</u>

Contribution assessed on contracting parties

2. On the basis of the proposed expenditure budget for 1975, an amount of SwF 28,790,000 is to be assessed on the contracting parties in the form of contributions. The draft scale of contributions for 1975, which is reproduced in Appendix V, is based on the foreign trade figures of the last three available years (1971-1973). 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 SwF 682,000 for 1975 as compared with an amount of SwF 280,000 for 1974. The details are as follows:

	<u>1972</u> <u>Actual</u> <u>SwF</u>	<u>1973</u> <u>Actual</u> <u>SwF</u>	<u>1974</u> <u>Budget</u> <u>SwF</u>	<u>1975</u> <u>Estimates</u> <u>SwF</u>
(a) Interest on investment	270,303	302,037	160,000	552,000
(b) Sale of publications	65,406	60,016	60,000	60,000
(c) Profit or loss on exchange	(46,907)	32,326	-	-
(d) Savings on previous year's outstanding obligations	27,519	31,190	10,000	10,000
(e) Refund of the Organization's contribution to the United Nations Joint Staff Pension Fund in respect of participant withdrawals	30,534	103,558	30,000	30,000
(f) Other income	<u>53,206</u>	<u>32,796</u>	<u>20,000</u>	<u>30,000</u>
	400,061	561,923	280,000	682,000
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>

4. The estimate for 1975 income on investments has been set at SwF 552,000. It takes into account the recent trend of interest rates obtained on short-term Swiss franc deposit accounts.

APPENDIX I

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

EFFECTIVE 1 JANUARY 1974

(in US dollars)

Step		Grade							
		P.1	P.2	P.3	P.4	P.5	D.1	D.2	Ungraded
I	Gross	11,260	14,780	18,410	22,680	28,530	32,540	39,030	55,900
	Net	8,882	11,346	13,766	16,542	20,118	22,497	26,066	34,550
II	Gross	11,720	15,290	19,010	23,390	29,330	33,590	40,140	69,800
	Net	9,204	11,703	14,156	17,003	20,598	23,074	26,670	41,500
III	Gross	12,180	15,800	19,610	24,100	30,130	34,640	41,250	
	Net	9,526	12,060	14,546	17,460	21,078	23,652	27,225	
IV	Gross	12,640	16,310	20,210	24,810	30,930	35,690	42,360	
	Net	9,848	12,401	14,936	17,886	21,558	24,229	27,780	
V	Gross	13,100	16,820	20,810	25,520	31,730	36,740		
	Net	10,170	12,733	15,326	18,312	22,038	24,807		
VI	Gross	13,560	17,330	21,410	26,230	32,530	37,790		
	Net	10,492	13,064	15,716	18,738	22,491	25,384		
VII	Gross	14,020	17,840	22,010	26,940	33,330	38,840		
	Net	10,814	13,396	16,106	19,164	22,931	25,962		
VIII	Gross	14,480	18,350	22,610	27,650	34,130			
	Net	11,136	13,727	16,496	19,590	23,371			
IX	Gross	14,940	18,860	23,210	28,360	34,930			
	Net	11,458	14,059	16,886	20,016	23,811			
X	Gross	15,400	19,370	23,810	29,070	35,730			
	Net	11,780	14,390	17,276	20,442	24,251			
XI	Gross		19,880	24,410	29,780				
	Net		14,722	17,646	20,868				
XII	Gross			25,010	30,490				
	Net			18,006	21,294				
XIII	Gross			25,610					
	Net			18,366					

APPENDIX II
SCHEDULE OF POST ADJUSTMENTS
EFFECTIVE 1 JANUARY 1974

(in US dollars)

Step		Grade							
		P.1	P.2	P.3	P.4	P.5	D.1	D.2	Ungraded
I	D	396	504	606	723	864	942	1,044	1,383
	S	264	336	404	482	576	628	696	922
II	D	411	519	621	738	876	960	1,068	1,653
	S	274	346	414	492	584	640	712	1,102
III	D	423	534	639	759	894	978	1,089	
	S	282	356	426	506	596	652	726	
IV	D	438	549	657	774	912	990	1,110	
	S	292	366	438	516	608	660	740	
V	D	453	564	672	792	927	1,005		
	S	302	376	448	528	618	670		
VI	D	465	576	687	810	939	1,023		
	S	310	384	458	540	626	682		
VII	D	480	591	705	828	954	1,038		
	S	320	394	470	552	636	692		
VIII	D	492	606	720	843	966			
	S	328	404	480	562	644			
IX	D	507	618	735	858	978			
	S	338	412	490	572	652			
X	D	522	633	750	873	993			
	S	348	422	500	582	662			
XI	D		648	765	888				
	S		432	510	592				
XII	D			780	900				
	S			520	600				
XIII	D			795					
				530					

Notes: For each 5 per cent by which the cost of living at the duty station is above the base level, the above amounts of post adjustment, representing one class, shall be added to base salaries of professional category staff and above.

D = Rate of post adjustment applicable to staff members with a dependent spouse or child.

S = Rate of post adjustment applicable to staff members with no dependent spouse or child.

APPENDIX III

SALARY SCALES FOR GENERAL SERVICE CATEGORY SHOWING
ANNUAL GROSS AND NET SALARIES AFTER APPLICATION
OF STAFF ASSESSMENT EFFECTIVE 1 FEBRUARY 1974

(in Swiss francs)

Step		Grade						
		G.1	G.2	G.3	G.4	G.5	G.6	G.7
I	Gross	25,539	27,484	29,749	32,859	36,056	39,880	44,809
	Net	20,804	22,263	23,962	26,294	28,539	31,216	34,666
II	Gross	26,380	28,431	30,933	34,310	37,667	41,670	47,027
	Net	21,435	22,973	24,850	27,317	29,667	32,469	36,219
III	Gross	27,221	29,377	32,117	35,771	39,279	43,460	49,246
	Net	22,066	23,683	25,738	28,340	30,795	33,722	37,772
IV	Gross	28,063	30,324	33,323	37,233	40,890	45,250	51,464
	Net	22,697	24,393	26,626	29,363	31,923	34,975	39,325
V	Gross	28,904	31,271	34,591	38,694	42,501	47,040	53,751
	Net	23,328	25,103	27,514	30,386	33,051	36,228	40,878
VI	Gross	29,745	32,217	35,860	40,156	44,113	48,830	56,140
	Net	23,959	25,813	28,402	31,409	34,179	37,481	42,431
VII	Gross	30,587	33,176	37,129	41,617	45,724	50,620	58,529
	Net	24,590	26,523	29,290	32,432	35,307	38,734	43,984
VIII	Gross	31,428	34,190	38,397	43,079	47,336	52,410	60,918
	Net	25,221	27,233	30,178	33,455	36,435	39,987	45,537
IX	Gross	32,269	35,204	39,666	44,540	48,947	54,308	63,308
	Net	25,852	27,943	31,066	34,478	37,563	41,240	47,090
X	Gross	33,119	36,219	40,934	46,001	50,559	56,235	65,696
	Net	26,483	28,653	31,954	35,501	38,691	42,493	48,643
XI	Gross	34,020	37,233	42,203	47,463	52,170	58,163	68,086
	Net	27,114	29,363	32,842	36,524	39,819	43,746	50,196

APPENDIX IV

SCHEDULE OF TEMPORARY ASSISTANCE

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	1974 budget		Cost increase of continuing requirements		Additional requirements for 1975		1975 estimates		Total 1973 expenditure	
	Man/days	SvF	SvF	Man/days	SvF	Man/days	SvF	Man/days	SvF	
Consultants & others	860	281,200	5,900	180	60,000	1,040	347,100	227	91,752	
Interpreters.....	400	121,100	2,500	-	-	400	123,600	382	95,544	
Revisers, Translators	800	184,300	25,100	-	-	800	209,400	551	146,567	
Translator (Glossary)	360	50,100	1,100	-	-	360	51,200	225	25,734	
Secretaries, Clerks, Typists, etc.	2,080	170,000	18,400	720	70,000	2,800	258,400	3,059	212,144	
Sound Operator/Mechanics, Messengers, Drivers.....	1,980	126,300	19,000	-	-	1,980	145,300	1,992	140,156	
Proof-readers.....	-	6,000	-	-	-	-	6,000	-	-	
Overtime.....	-	70,000	-	-	-	-	70,000	-	96,698	
Sub-total	6,480	1,009,000	72,000	900	130,000	7,380	1,211,000	6,436	809,595	
<u>Trade Negotiations</u>										
Professional staff..	4,680	848,400	25,400	-	-	6,840	1,265,300	3,347	473,632	
	2,160	391,500								
Clerical assistance	2,160	191,000	24,100	720	70,000	3,240	318,200	1,032	79,402	
	360	33,100								
Interpreters, Translators, Revisers, Typists, etc.	-	427,000	27,500	-	100,000	-	554,500	-	196,435	
Sub-total	9,360	1,891,000	77,000	720	170,000	10,080	2,138,000	4,379	749,469	
Total	15,840	2,900,000	149,000	1,620	300,000	17,460	3,349,000	10,815	1,559,064	
Provision has been made under temporary assistance items in the following sections:										
Part I - Section 1 - Thirty-first session of the CONTRACTING PARTIES							SvF	105,000		
- Section 2 - Meetings of the Council and other meetings							SvF	290,000		
Part II - Section 1 - Salaries and wages and official travel							SvF	816,000		
Part IV - Section 1 - Trade Negotiations							SvF	2,138,000		
							SvF	3,349,000		
=====										

Not including man/days charged against vacant posts.

L/ Not including man/days charged against vacant posts.

APPENDIX V

DRAFT SCALE OF CONTRIBUTIONS FOR 1975

(0.12% minimum)

Country	Percentage	1975 Contributions SwF	1974 Contributions SwF
<u>Contracting Parties</u>			
Argentina	0.45	129,600	122,600
Australia	1.63	469,300	377,000
Austria	1.20	345,500	270,600
Bangladesh	0.14	40,300	27,800
Barbados	0.12	34,500	27,800
Belgium	3.88	1,117,100	876,600
Brazil	1.18	339,800	198,900
Burma	0.12	34,500	27,800
Burundi	0.12	34,500	27,800
Cameroon	0.12	34,500	27,800
Canada	5.28	1,520,200	1,279,100
Central African Republic	0.12	34,500	27,800
Chad	0.12	34,500	27,800
Chile	0.24	69,100	71,700
Congo, People's Republic of the	0.12	34,500	27,800
Cuba	0.28	80,600	69,400
Cyprus	0.12	34,500	27,800
Czechoslovakia	1.33	382,900	314,500
Dahomey	0.12	34,500	27,800
Denmark	1.32	380,100	305,300
Dominican Republic	0.12	34,500	27,800
Egypt, Arab Republic of	0.22	63,400	57,800
Finland	0.80	230,400	191,900
France	7.21	2,075,800	1,614,400
Gabon	0.12	34,500	27,800
Gambia	0.12	34,500	27,800
Germany, Federal Republic of	11.70	3,368,500	2,657,600
Ghana	0.12	34,500	27,800
Greece	0.44	126,700	101,700
Guyana	0.12	34,500	27,800
Haiti	0.12	34,500	27,800
Hungary	0.84	241,900	198,900
Iceland	0.12	34,500	27,800
India	0.63	181,400	157,200

Country	Percentage	1975	1974
		Contributions SwF	Contributions SwF
Indonesia	0.31	89,300	71,700
Ireland	0.49	141,100	113,300
Israel	0.43	123,800	94,800
Italy	4.93	1,419,400	1,151,800
Ivory Coast	0.14	40,300	32,300
Jamaica	0.12	34,500	30,000
Japan	7.10	2,044,100	1,589,000
Kenya	0.12	34,500	27,800
Korea, Republic of	0.62	178,500	122,600
Kuwait	0.49	141,100	87,900
Luxembourg	0.34	97,900	76,300
Madagascar	0.12	34,500	27,800
Malawi	0.12	34,500	27,800
Malaysia	0.49	141,100	113,300
Malta	0.12	34,500	27,800
Mauritania	0.12	34,500	27,800
Mauritius	0.12	34,500	27,800
Netherlands, Kingdom of the	4.89	1,407,900	1,110,200
New Zealand	0.45	129,600	101,700
Nicaragua	0.12	34,500	27,800
Niger	0.12	34,500	27,800
Nigeria	0.51	146,900	94,800
Norway	1.06	305,200	240,500
Pakistan	0.16	46,100	39,300
Peru	0.21	60,500	60,100
Poland	1.40	403,100	312,200
Portugal	0.66	190,100	154,900
Rhodesia	0.12	34,500	27,800
Romania	0.57	164,100	141,100
Rwanda	0.12	34,500	27,800
Senegal	0.12	34,500	27,800
Sierra Leone	0.12	34,500	27,800
Singapore	0.78	224,600	168,800
South Africa	0.85	244,800	231,300
Spain	1.39	400,200	305,300
Sri Lanka	0.12	34,500	27,800
Sweden	2.25	647,800	536,600
Switzerland	2.05	590,200	471,800
Tanzania	0.12	34,500	27,800
Togo	0.12	34,500	27,800
Trinidad and Tobago	0.15	43,200	37,000
Turkey	0.32	92,200	60,400
Uganda	0.12	34,500	27,800

Country	Percentage	1975 Contributions SwF	1974 Contributions SwF
United Kingdom of Great Britain and Northern Ireland	8.05	2,317,600	1,931,300
United States of America	14.45	4,160,200	3,432,500
Upper Volta	0.12	34,500	27,800
Uruguay	0.12	34,500	27,800
Yugoslavia	0.74	213,100	191,900
Zaire	0.16	46,100	37,000
<u>Associated Governments</u>			
Khmer Republic	0.12	34,500	27,800
Philippines	0.35	100,800	85,500
Tunisia	0.12	34,500	27,800
	100.00	28,790,000	23,130,000