

GENERAL AGREEMENT ON
TARIFFS AND TRADE

RESTRICTED

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BUDGET ESTIMATES

FOR

THE FINANCIAL YEAR 1976

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BUDGET ESTIMATES FOR THE FINANCIAL YEAR 1976

Introduction

1. The Director-General herewith submits his budget proposals concerning the expenses and income for the secretariat for 1976.
2. The estimates of expenditure take account of the anticipated requirements of the secretariat deriving from the work programme for 1976 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 1976 in wide-ranging multilateral trade negotiations within GATT.
3. In accordance with the Director-General's practice, austerity has again been the governing factor in the preparation of these budget estimates and they 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, once again no increase is proposed in the total permanent establishment which remains at the 1975 level of 198 posts, but it has again been necessary to augment the provisions for temporary assistance somewhat. This policy is still considered to be the most economical approach. The estimates have been made in a period of continuing inflation and the persistent rises in price levels are therefore unavoidably reflected in the budget. In addition to the automatic adjustment of salary levels as a result of inflationary cost increases, the continued rise in the cost of essential equipment and services has been taken into consideration.
4. Total expenditure for 1976 is estimated at SwF 34,597,000 which includes an amount of SwF 2,500,000 to be paid into the Building Fund to cover the 1976 expenditure in respect of renovation work in the future GATT headquarters building. The estimates also include a provision of SwF 6,761,100 representing the contribution to be made to the International Trade Centre UNCTAD/GATT for 1976. The proposed increase of the regular GATT budget and the budget for the Trade Negotiations over the total 1975 appropriations amounts to SwF 2,758,900 or 9.76 per cent, whereas the increase in the GATT contribution to the Centre represents SwF 1,071,600 or 3.79 per cent. These increases are analyzed in the following table.

ANALYSIS OF THE INCREASE OF THE 1976 ESTIMATES
BY COMPARISON WITH THE 1975 APPROPRIATIONS

	Swiss francs	%
1975 APPROPRIATIONS	28,267,000	
INCREASE IN 1976:		
1. Unavoidable increases, including post adjustment increases, general service salary increases, regular salary increments, common staff costs, common ser- vices and permanent equipment	1,604,200	5.67
2. Other increases or decreases in the regular budget:		
Regradings	25,600	
Reduction for vacant posts	(270,000)	
Stipends for Commercial Policy Course trainees	60,000	
Rental of additional office equipment, etc.	19,600	
Contribution to Staff Assistance Fund	20,000	
Decreased printing requirement	(45,000)	
	(189,800)	(0.67)
3. Trade Negotiations:		
Unavoidable increases:		
Staff cost	167,100	
Common staff costs	51,000	
Travel, rental of meeting rooms and general expenses	360,000	578,100
		2.05
Other increases or decreases:		
New posts	527,900	
Consultants	138,500	
Additional servicing requirements	100,000	766,400
		2.71
	1,344,500	4.76
Total increase: regular budget and Trade Negotiations	2,758,900	9.76
	31,025,900	
Increase in GATT contribution to ITC	1,071,100	3.79
Contribution to the Building Fund	2,500,000	8.84
TOTAL	34,597,000	

5. 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.

6. 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 five posts in the professional category and four posts in the general service category. The justifications for the professional category regradings are set out in Annex C.

7. The GATT secretariat has organized Commercial Policy Courses twice a year since 1955. The financing of these courses has so far been provided entirely by the United Nations Development Programme. However, in view of the financial constraints as regards the UNDP inter-regional programmes, the financial provision provided for the 1976 courses does not provide for rising costs, including the increased stipends which will have to be paid to the trainees. In order to maintain the number of participants at the present level, the Director-General proposes that the excess cost over the 1976 UNDP budget of US\$180,000 be covered through the GATT budget. A provision of SwF 60,000 has therefore been made for this purpose under Part II, Section 1(iii).

8. At the time that these budget estimates were prepared, the internal accounting rate had been set at SwF 2.49/US\$1 and, therefore, the 1976 commitments in US dollars, such as Pension Fund contributions for professional staff, etc., have been calculated at that rate. However, calculations in respect of salaries and allowances for staff in the professional category and above have been maintained at the 1975 budget rate of SwF 2.98/US\$1 to provide the organization with a certain protection against further changes in monetary parities.

9. On the basis of the proposed expenditure for 1976, an amount of SwF 33,970,000 is to be assessed on contracting parties in the form of contributions. This amount takes into account an estimate for miscellaneous income of SwF 627,000.

ANNEX A

SUMMARY OF 1976 EXPENDITURE ESTIMATES

PART I: <u>MEETINGS</u>		<u>SwF</u>	<u>SwF</u>
<u>Section</u>			
1	Thirty-second session of the CONTRACTING PARTIES	125,000	
2	Meetings of the Council and other meetings	<u>380,000</u>	
Total Part I			505,000
PART II: <u>SECRETARIAT</u>			
<u>Section</u>			
1	Salaries and wages and official travel	14,041,000	
2	Common staff costs	3,553,000	
3	Common services	1,734,100	
4	Printing	340,000	
5	Representation and hospitality	78,000	
6	Public information	5,000	
7	Permanent equipment	197,000	
8	Special projects	20,000	
9	Contribution to a Staff Assistance Fund	<u>20,000</u>	
Total Part II:			19,988,100
PART III: <u>UNFORESEEN EXPENDITURE</u>			
<u>Section</u>			
1	Unforeseen expenditure		200,000
PART IV: <u>TRADE NEGOTIATIONS</u>			
<u>Section</u>			
1	Trade Negotiations		4,642,800
PART V: <u>INTERNATIONAL TRADE CENTRE UNCTAD/GATT</u>			
<u>Section</u>			
1	Contribution to the International Trade Centre UNCTAD/GATT		<u>6,761,100</u>
Total			32,097,000
PART VI: <u>ACCOMMODATION</u>			
<u>Section</u>			
1	Contribution to the Building Fund		<u>2,500,000</u>
Grand Total:			<u>34,597,000</u> =====

ANNEX B

DETAILED SCHEDULES OF 1976 EXPENDITURE ESTIMATES

	<u>1974</u> <u>Expenditure</u> <u>SwF</u>	<u>1975</u> <u>Budget</u> <u>SwF</u>	<u>1976</u> <u>Estimates</u> <u>SwF</u>
PART I: <u>MEETINGS</u>			
Section 1 - <u>Thirty-Second Session of the</u> <u>CONTRACTING PARTIES</u>			
(i) Temporary assistance (including overtime)	18,519	95,000	95,000
(ii) Travel and subsistence of temporary staff	1,948	8,000	8,000
(iii) Rental of meeting rooms and additional office space	2,500	20,000	20,000
(iv) Other services	<u>445</u>	<u>2,000</u>	<u>2,000</u>
Total Section 1:	<u>23,412</u> =====	<u>125,000</u> =====	<u>125,000</u> =====
Section 2 - <u>Meetings of the Council</u> <u>and other Meetings</u>			
(i) Temporary assistance (including overtime)	285,278	300,000	300,000
(ii) Travel and subsistence of temporary staff	8,000	8,000	8,000
(iii) Rental of meeting rooms and additional office space	25,546	70,000	70,000
(iv) Other services	<u>1,926</u>	<u>2,000</u>	<u>2,000</u>
Total Section 2:	<u>320,750</u> =====	<u>380,000</u> =====	<u>380,000</u> =====
Total Part I:	<u>344,162</u> =====	<u>505,000</u> =====	<u>505,000</u> =====

		<u>1974</u> <u>Expenditure</u> <u>SwF</u>	<u>1975</u> <u>Budget</u> <u>SwF</u>	<u>1976</u> <u>Estimates</u> <u>SwF</u>
PART II: <u>SECRETARIAT</u>				
Section 1: - <u>Salaries and Wages and</u> <u>Official Travel</u>				
(i)	Established posts	10,044,860	12,085,000	12,810,000
(ii)	Temporary assistance (including overtime) and consultants	792,861	850,000	921,000
(iii)	Travel on official business	<u>217,348</u>	<u>215,000</u>	<u>110,000</u>
	Total Section 1:	<u>11,055,069</u>	<u>13,150,000</u>	<u>14,041,000</u>
Section 2 - <u>Common Staff Costs</u>				
(i)	Installation grants	45,361	30,000	30,000
(ii)	Travel and removal expenses of staff and their dependants	116,505	105,000	110,000
(iii)	Separation payments	35,699	85,000	85,000
(iv)	Contribution to the United Nations Joint Staff Pension Fund	1,563,456	1,870,000	2,143,000
(v)	Repatriation grants	54,689	100,000	100,000
(vi)	Travel on home leave	140,796	150,000	160,000
(vii)	Family allowances, education grants and related travel:			
	(a) Family allowances	289,329	370,000	370,000
	(b) Education grants and related travel	171,647	200,000	230,000
(viii)	Joint services	67,248	75,000	80,000
(ix)	Other common staff costs	<u>184,535</u>	<u>190,000</u>	<u>245,000</u>
	Total Section 2:	<u>2,669,265</u>	<u>3,175,000</u>	<u>3,553,000</u>

		<u>1974</u> <u>Expenditure</u> <u>SwF</u>	<u>1975</u> <u>Budget</u> <u>SwF</u>	<u>1976</u> <u>Estimates</u> <u>SwF</u>
Section 3 - <u>Common Services</u>				
(i)	Cables and telephone communications	17,539	19,000	19,000
(ii)	Freight and cartage	6,739	9,000	9,000
(iii)	Books and information material	47,752	55,000	61,000
(iv)	Rental and maintenance of premises and equipment:			
	(a) Rent	14,022	15,000	15,000
	(b) Electricity	26,028	25,000	30,000
	(c) Water supply	4,847	4,000	5,400
	(d) Heating	29,454	47,000	40,000
	(e) Telephone (rental and local calls)	20,638	28,000	28,000
	(f) Insurance premiums	81,194	90,000	95,000
	(g) Cleaning materials	2,875	3,700	3,700
	(h) Maintenance expenditure	111,778	130,000	140,000
	(i) Casual labour	172,825	185,000	204,000
	(j) Maintenance of service cars	8,554	11,000	11,000
(v)	Postal services	160,551	190,000	190,000
(vi)	Stationery and office supplies	75,767	80,000	85,000
(vii)	Reproduction and distribution of documents	453,970	425,000	460,000
(viii)	External audit	23,211	19,000	23,000
(ix)	Other services and miscellaneous expenditure	<u>166,722</u>	<u>275,000</u>	<u>315,000</u>
	Total Section 3:	<u>1,424,466</u>	<u>1,610,700</u>	<u>1,734,100</u>
Section 4 - <u>Printing</u>				
		<u>227,483</u>	<u>385,000</u>	<u>340,000</u>

	<u>1974</u> <u>Expenditure</u> <u>SwF</u>	<u>1975</u> <u>Budget</u> <u>SwF</u>	<u>1976</u> <u>Estimates</u> <u>SwF</u>
Section 5 - <u>Representation and Hospitality</u>	<u>77,040</u>	<u>78,000</u>	<u>78,000</u>
Section 6 - <u>Public Information</u>	<u>5,422</u>	<u>5,000</u>	<u>5,000</u>
Section 7 - <u>Permanent Equipment</u>	<u>164,900</u>	<u>150,000</u>	<u>197,000</u>
Section 8 - <u>Special Projects</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Section 9 - <u>Contribution to a Staff Assistance Fund</u>	<u>20,000</u>	<u>- 1/</u>	<u>20,000</u>
Total Part II:	<u>15,663,645</u>	<u>18,573,700</u>	<u>19,988,100</u>
PART III: <u>UNFORESEEN EXPENDITURE</u>			
Section 1 - <u>Unforeseen Expenditure</u>	<u>-</u>	<u>200,000</u>	<u>200,000</u>
PART IV: <u>TRADE NEGOTIATIONS</u>			
Section 1 - <u>Trade Negotiations</u>			
(i) Temporary assistance (including overtime)	1,212,308	2,221,000	3,220,000
(ii) Common staff costs	193,707	501,000	549,500
(iii) Travel	51,373	50,000	60,000
(iv) Rental of meeting rooms and additional office space	61,593	250,000	500,000
(v) General expenses	166,535	200,000	300,000
(vi) Hospitality	<u>2,322</u>	<u>13,300</u>	<u>13,300</u>
Total Part IV:	<u>1,687,888</u>	<u>3,293,300</u>	<u>4,642,800</u>

1/ Contribution from 1974 surplus: SwF 20,000

	<u>1974</u> <u>Expenditure</u> <u>SwF</u>	<u>1975</u> <u>Budget</u> <u>SwF</u>	<u>1976</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	4,699,955 =====	5,690,000 =====	6,761,100 =====
TOTAL	22,395,650 ^{1/} =====	28,267,000 =====	32,097,000 =====
PART VI: <u>ACCOMMODATION</u>			
Section 1 - <u>Contribution to the Building</u> <u>Fund</u>			2,500,000 =====
<u>GRAND TOTAL</u>			34,597,000 =====

^{1/} Not including an amount of SwF 105,710 for a Training Course in 1974 under the Trade Negotiations - Total 1974 expenditure: SwF 22,501,360.

ANNEX C

EXPLANATORY NOTES ON 1976 EXPENDITURE ESTIMATES

PART I: MEETINGS

Section 1 - Thirty-Second Session of the CONTRACTING PARTIES ... SwF 125,000

1975 Budget	:	(two-week session)	SwF 125,000
1974 Expenditure	:	(three-day session)	SwF 23,412
1973 Expenditure	:	(two-day session)	SwF 12,300

The estimate for the thirty-second 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 95,000

1975 Budget	:	SwF 95,000
1974 Expenditure	:	SwF 18,519
1973 Expenditure	:	SwF 7,570

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

1975 Budget	:	SwF 8,000
1974 Expenditure	:	SwF 1,948
1973 Expenditure	:	SwF 641

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

1975 Budget : SwF 20,000
1974 Expenditure : SwF 2,500
1973 Expenditure : SwF 3,500

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

(iv) Other services - SwF 2,000

1975 Budget : SwF 2,000
1974 Expenditure : SwF 445
1973 Expenditure : SwF 589

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 SwF 380,000

As it is not possible at present to establish a final programme of meetings for 1976, it is proposed to maintain the same figures as approved for 1975. Details are as follows:

	<u>1973</u> <u>Expenditure</u> <u>SwF</u>	<u>1974</u> <u>Expenditure</u> <u>SwF</u>	<u>1975</u> <u>Budget</u> <u>SwF</u>	<u>1976</u> <u>Estimates</u> <u>SwF</u>
(i) Temporary assistance (including overtime)	200,528	285,278	300,000	300,000
(ii) Travel and subsistence of temporary staff	7,485	8,000	8,000	8,000
(iii) Rental of meeting rooms and additional office space	37,991	25,546	70,000	70,000
(iv) Other services	3,025	1,926	2,000	2,000
	249,029	320,750	380,000	380,000
	=====	=====	=====	=====

PART II: SECRETARIAT

Section 1 - Salaries and Wages and Official Travel SwF 14,041,000

(i) Established posts - SwF 12,810,000

1975 Budget : SwF 12,085,000
1974 Expenditure : SwF 10,044,860
1973 Expenditure : SwF 9,133,085

The total number of posts proposed for 1976 is 198, of which 3 are ungraded, 93 are professional and above and 102 are general service posts. (See Manning Table on page 18).

The estimate provides for the following payments:

Ungraded and professional posts:

Director-General's and Deputy Directors-General's remuneration as set by the CONTRACTING PARTIES from 1 January 1975 (Appendix I, page 43);

Salaries for professional category and above as per salary scales effective from 1 January 1975 (Appendix I, page 43);

Post adjustment classification for Geneva at Class 12 (SwF 2.98/US\$1); on the basis of projection of the trend of the cost-of-living index, upward revisions of the post adjustment classification are anticipated by August 1975, February 1976, May 1976 and October 1976 (Appendix II, page 44).

General service category posts:

Salaries as per salary scales effective from 1 February 1975 (Appendix III, page 45); upward revisions are anticipated by August 1975, February 1976 and August 1976;

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 725,000 as compared with the 1975 approved credit of SwF 12,085,000 is accounted for by:

	<u>SwF</u>
(a) the effect in 1976 of not consolidating two classes of post adjustment into base salary, budgeted for in 1975	(105,000)
(b) the post adjustment classification anticipated for 1976	419,000
(c) the adjustments of general service category salary scales	414,000
(d) the regular salary increments	224,000
(e) the regrading of 5 professional and 4 general service category posts	20,000
(f) reduction in respect of vacant posts in 1976 and appointments made at a lower salary level than provided in the 1975 budget	(<u>247,000</u>)
	<u>725,000</u> <u>=====</u>

REGRADINGS

Department of Trade and Development

Trade Intelligence Division

Statistical Section

1 Chief Statistician, P.5 to D.1

Over the past few years and beginning with the preparatory phase of the Multilateral Trade Negotiations, there has been a considerable increase both in the size of the Statistical Section in the Trade Intelligence Division and in the range of the activities performed by it. The Section now employs three categories of personnel; economic statisticians to provide the statistics both for the Annual Report and trade intelligence papers as well as for the analytical studies requested of the secretariat in the context of the discussions in the various negotiating groups; the Tariff Study statisticians, who are working on the tabulation and analysis of the Tariff Study data; and electronic data processing personnel who form the newly-established Computer Unit. The Computer Unit's mode of operation will change and evolve further following the adoption of the new file management system which is aimed at providing direct access to the computer and basic data files and thus allow negotiators participating in the Multilateral Trade Negotiations to secure needed information at each stage of the negotiations.

This increase in the work-load of the Statistical Section and in particular the problem of organizing the orderly functioning of the Computer Unit greatly enhance the supervisory and other responsibilities of the Head of the Statistical Section. It is accordingly considered that the post of Chief Statistician should be upgraded to D.1.

1 Statistical Assistant, G.7 to
Statistical Officer, P.1/P.2

The Tariff Study material has become one of the important tools for the Multilateral Trade Negotiations, while the Chief Statistician is more intensively involved in other activities of the secretariat. The extension of the overall work-load can only be coped with by increased delegation of responsibilities. The qualifications required for the post of the senior statistical assistant assigned to the Tariff Study cover the fields of customs practices and of statistical methodology; understanding of basic computer logic is furthermore necessary for the efficient collaboration of computer programmers. It is therefore proposed to upgrade one post of senior statistical assistant assigned to the Tariff Study from G.7 to P.1/ P.2. The present incumbent is the senior member of the unit and possesses the required qualifications.

Department of Conference Affairs and Administration

Conference Affairs Division

1 Conference Officer, P.2 to P.3

The Conference Officer is responsible for the technical preparation, organization and arrangement of meetings. This includes, inter alia,

regular discussions with the United Nations services and others on the availability of conference space; arranging, in close co-operation with the Administrative Division and the Chief Interpreter, for extra interpreters when needed; registration of delegates; instructing and supervising the huissiers on the admission of persons to the meeting rooms; seating arrangements; arrangement of necessary supporting equipment near the conference rooms; liaison between the secretary of meetings and the interpreters, etc.

It is evident from the way the negotiations have begun that in addition to meetings of regular GATT committees and working parties, there will be meetings of negotiating groups practically without interruption. This implies that different meetings at different places, sometimes far apart, are inevitable.

The smooth running of conferences very greatly depends on the reliability and tact of the Conference Officer, whose tasks have been appreciably enlarged. In her relationships with delegations the fact that the incumbent is completely bilingual in English and French and understands and speaks Spanish is an important additional asset. It is therefore beyond doubt that responsibilities and work-load accruing from developments in the Multilateral Trade Negotiations have been considerably increased and it is recommended that this post be regraded to P.3.

Administrative and Financial Division

Budget and Control Section

1 Budget and Control Officer,
P.2 to P.3

Under the general supervision of the Chief, Budget and Control Section, the incumbent's duties include assistance in the preparation of the GATT budget, preparation of other special budgets and studies, preparation of salary, cost-of-living and post adjustment calculations and other work of a similar nature. He is responsible for refunds of income tax to staff members and prepares the documentation in this respect for governments. He prepares correspondence of a technical nature and drafts of GATT documents on financial and budgetary matters and of the report of the Budget Committee. He also assists in the final preparation and proof-reading in English and Spanish of GATT publications. His duties are clearly of P.3 level.

Languages Division

1 Translator (French), P.3
to Senior Translator, P.4

At present, qualified translators are normally classified at the P.3 level. However, some of the GATT translators have served with GATT or with other United Nations organizations for 20 years or more and have thus acquired such an experience of GATT terminology that their work requires a minimum of revision, thereby reducing the secretariat's overall translation costs. In addition, these translators reached the maximum level of the P.3 grade some years ago. It is therefore proposed that, in 1976, the post filled by the most senior of these translators be regraded from P.3 to P.4.

SCHEDULE OF ESTABLISHED POSTS

Year	DG/DDG	Professional Category and above							General Service Category						
		D1	P2	P3	P4	P5	P6	P7	G1	G2	G3	G4	G5	G6	G7
		D2	D3	D4	D5	D6	D7	D8	G1	G2	G3	G4	G5	G6	G7
Office of the Director-General	1975	1	2	-	1	-	2	6	-	-	-	-	-	-	6
	1976	1	2	-	1	-	2	6	-	-	-	-	-	-	6
External Relations and Information.....	1975	-	-	-	1	-	-	1	-	-	-	-	-	-	1
	1976	-	-	-	1	-	-	1	-	-	-	-	-	-	1
External Relations Section	1975	-	-	-	1	-	-	1	-	-	-	2	-	2	3
	1976	-	-	-	1	-	-	1	-	-	-	2	-	2	3
Information and Library Service.....	1975	-	-	-	-	-	1	2	3	-	1	2	1	7	10
	1976	-	-	-	-	-	1	2	3	-	1	2	1	7	10
Training Section.....	1975	-	-	-	1	1	1	3	3	-	-	-	1	1	4
	1976	-	-	-	1	1	1	3	3	-	-	-	1	1	4
Registry.....	1975	-	-	-	-	-	1	1	1	-	1	1	-	2	3
	1976	-	-	-	-	-	1	1	1	-	1	1	-	2	3
Department of Trade and Development.....	1975	1	-	-	-	-	-	1	1	-	1	-	1	2	3
	1976	1	-	-	-	-	-	1	1	-	1	-	1	2	3
Special Assistance Unit.....	1975	-	-	1	1	-	1	3	3	-	-	-	-	1	4
	1976	-	-	1	1	-	1	3	3	-	-	-	-	1	4
Development Division.....	1975	-	-	1	1	1	3	1	7	-	1	-	1	5	12
	1976	-	-	1	1	1	3	1	7	-	1	-	1	5	12
Trade Intelligence Division	1975	-	-	1	2	1	2	3	9	-	-	1	2	3	12
	1976	-	-	1	2	1	2	3	9	-	-	1	2	3	12
Statistical Section.....	1975	-	-	-	1	-	-	5	6	-	2	3	-	5	11
	1976	-	-	-	1	-	-	6	7	-	1	3	-	4	11
Computer Unit.....	1975	-	-	-	-	-	1	-	1	-	-	-	1	-	2
	1976	-	-	-	-	-	1	-	1	-	-	-	1	-	2
Department of Trade Policy....	1975	1	-	-	-	-	-	1	3	-	1	2	5	9	12
	1976	1	-	-	-	-	-	1	3	-	1	4	3	9	12
General Division.....	1975	-	-	1	2	2	1	1	7	-	1	-	-	1	8
	1976	-	-	1	2	2	1	1	7	-	1	-	-	1	8
Agricultural Division.....	1975	-	-	1	1	1	1	1	5	-	-	-	-	-	5
	1976	-	-	1	1	1	1	1	5	-	-	-	-	-	5
Special Projects Section....	1975	-	-	-	1	-	1	-	2	-	-	-	-	-	2
	1976	-	-	-	1	-	1	-	2	-	-	-	-	-	2

Year	Professional Category and above										General Service Category						
	D3/D4G	D2	D1	P5	P4	P3	P2/1	Sub-Total	G7	G6	G5	G4	G3	G2	Sub-Total	Total	Total
Department of Conference Affairs and Administration..	1975	-	1	-	-	-	-	1	-	1	-	-	-	-	1	2	2
	1976	-	1	-	-	-	-	1	-	1	-	-	-	-	1	2	2
Conference Affairs Division	1975	-	-	1	1	3	2	1	-	-	1	2	-	-	3	11	11
	1976	-	-	1	1	3	3	-	-	-	2	1	-	-	3	11	11
Administrative and Financial Division.....	1975	-	-	1	-	-	-	1	-	1	-	-	-	-	1	2	2
	1976	-	-	1	-	-	-	1	-	1	-	-	-	-	1	2	2
(a) Personnel Section.....	1975	-	-	-	1	-	-	2	1	1	1	1	1	-	5	7	7
	1976	-	-	-	1	-	-	2	1	1	1	1	1	-	5	7	7
(b) Internal Services and Travel Section.....	1975	-	-	-	-	-	1	2	3	1	1	2	5	4	3	16	19
	1976	-	-	-	-	-	1	2	3	1	1	2	5	4	3	16	19
(c) Budget and Control Section.....	1975	-	-	-	1	-	1	2	4	1	1	-	1	-	3	7	7
	1976	-	-	-	1	-	2	1	4	1	1	-	1	-	3	7	7
(d) Finance and Accounts Section.....	1975	-	-	-	-	1	1	1	3	-	2	1	-	-	3	6	6
	1976	-	-	-	-	1	1	1	3	-	2	1	-	-	3	6	6
(e) Documents Reproduction Section.....	1975	-	-	-	-	-	-	1	1	-	-	1	-	2	3	4	4
	1976	-	-	-	-	-	-	1	1	-	-	1	-	2	3	4	4
(f) Stenographic and Typing Section.....	1975	-	-	-	-	-	1	-	1	1	-	-	-	-	1	2	2
	1976	-	-	-	-	-	1	-	1	1	-	-	-	-	1	2	2
(i) English Pool.....	1975	-	-	-	-	-	-	-	-	1	2	-	7	-	10	10	10
	1976	-	-	-	-	-	-	-	-	1	2	-	7	-	10	10	10
(ii) French Pool.....	1975	-	-	-	-	-	-	-	-	1	1	3	6	-	11	11	11
	1976	-	-	-	-	-	-	-	-	1	1	4	5	-	11	11	11
(iii) Spanish Pool.....	1975	-	-	-	-	-	-	-	-	-	1	2	2	-	6	6	6
	1976	-	-	-	-	-	-	-	-	-	1	2	2	-	6	6	6
Languages Division.....	1975	-	-	1	3	3	4	1	12	-	1	-	-	-	1	13	13
	1976	-	-	1	3	4	3	1	12	-	1	-	-	-	1	13	13
TOTALS.....	1975	3	3	9	18	14	23	25	95	7	20	19	25	28	4	103	198
	1976	3	3	10	17	15	24	24	96	6	22	19	24	27	4	102	198

(ii) Temporary assistance (including overtime) and consultants - SwF 921,000

1975 Budget : SwF 850,000
1974 Expenditure : SwF 792,861
1973 Expenditure : SwF 601,497

As can be seen from the Schedule of Temporary Assistance (Appendix IV, page 46) the 1975 approved budget figures have been taken as the basis for the calculation of the 1976 requirements. The credit has been increased to take account of higher salaries payable to staff in 1976 and to provide, under the item for consultants and other professional assistance, for the salary of a junior professional officer for the Personnel Section to help to cope with greatly increased workload in the field of social security, insurances and related matters. In view of the trend of expenditure in past years, additional provision of 360 man/days for secretarial assistance has been made. The provision with respect to the establishment of glossaries for the use of GATT translators has been discontinued for 1976.

The provision of SwF 921,000 can be analyzed as follows:

(a) SwF 522,000 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 on this item.

(b) SwF 399,000 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 salaries payable to the staff servicing the Textiles Surveillance Body.

(iii) Travel on official business - SwF 310,000.

1975 Budget : SwF 215,000
1974 Expenditure : SwF 217,348
1973 Expenditure : SwF 172,224

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. Provision of SwF 60,000 has also been made to cover increased stipends payable to the trainees participating in such courses. (See paragraph 7, page 5).

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.

The increased provision takes account of the higher cost of air transportation and of higher subsistence allowances payable.

Section 2 - Common Staff Costs SwF 3,553,000

(i) Installation grants - SwF 30,000

1975 Budget : SwF 30,000
1974 Expenditure : SwF 45,361
1973 Expenditure : SwF 25,707

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 (SwF 110 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 (SwF 55 per day) for thirty days.

(ii) Travel and removal expenses of staff and their dependants - SwF 110,000

1975 Budget : SwF 105,000
1974 Expenditure : SwF 116,505
1973 Expenditure : SwF 123,358

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

1975 Budget : SwF 85,000
1974 Expenditure : SwF 35,699
1973 Expenditure : SwF 113,205

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) Contribution to the United Nations
Joint Staff Pension Fund - SwF 2,143,000

1975 Budget SwF 1,870,000
1974 Expenditure : SwF 1,563,456
1973 Expenditure : SwF 1,347,470

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) to which, in the case of staff in the professional category and above, an increase of 5 per cent has been applied with effect from 1 January 1975 and a further 15 per cent with effect from 1 July 1975. The estimate includes provision for the application of an additional 5 per cent for 1976. 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 273,000 in the estimate for 1976 are:

- (a) provision for the anticipated increase of 20 per cent in pensionable remuneration for staff in the professional category and above for 1976 (SwF 192,000);
- (b) adjustments to the general service category salary scales (SwF 88,000);
- (c) regular salary increments and regradings (SwF 43,000);

As in previous years, these increases, totalling SwF 323,000, are offset by a reduction of SwF 50,000 to take account of vacant posts and 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

1975 Budget	:	SwF 100,000
1974 Expenditure	:	SwF 54,689
1973 Expenditure	:	SwF 70,791

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

(vi) Travel on home leave - SwF 160,000

1975 Budget	:	SwF 150,000
1974 Expenditure	:	SwF 140,796
1973 Expenditure	:	SwF 125,075

The estimate covers travel expenses and subsistence allowances for non-locally recruited staff members and their families eligible for home leave in 1976.

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 600,000

(a) Family allowances - SwF 370,000

1975 Budget · SwF 370,000
1974 Expenditure : SwF 289,329
1973 Expenditure : SwF 289,301

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. Provision for the dollar-based allowances for staff in the professional and higher categories has been made at the rate of SwF 2.98/US\$1.

(b) Education grants and related travel - SwF 230,000

1975 Budget : SwF 200,000
1974 Expenditure : SwF 171,647
1973 Expenditure : SwF 141,511

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

The increased provision takes account of the higher expenses payable.

(viii) Joint Services - SwF 80,000

1975 Budget : SwF 75,000
1974 Expenditure : SwF 67,248
1973 Expenditure : SwF 64,185

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 245,000

1975 Budget : SwF 190,000
1974 Expenditure : SwF 184,535
1973 Expenditure : SwF 171,580

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 an increased participation of staff members in the insurance scheme and the higher salaries payable to staff members on which the contribution to the UNSIS is based.

Section 3 - Common Services SwF 1,734,100

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

1975 Budget : SwF 19,000

1974 Expenditure : SwF 17,539

1973 Expenditure : SwF 16,348

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

(ii) Freight and cartage - SwF 9,000

1975 Budget : SwF 9,000

1974 Expenditure : SwF 6,739

1973 Expenditure : SwF 6,404

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 61,000

1975 Budget : SwF 55,000

1974 Expenditure : SwF 47,752

1973 Expenditure : SwF 39,610

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 1976 is due to the higher cost for such material.

(iv) Rental and maintenance of premises and equipment - SwF 572,100

The details are as follows:

	<u>1973</u> <u>Expenditure</u> <u>SwF</u>	<u>1974</u> <u>Expenditure</u> <u>SwF</u>	<u>1975</u> <u>Budget</u> <u>SwF</u>	<u>1976</u> <u>Estimates</u> <u>SwF</u>
(a) <u>Rent</u>	17,154	14,022	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>	22,445	26,028	25,000	30,000
The estimate provides for the cost of electricity for the GATT premises, and has been based on the trend of recent expenditure.				
(c) <u>Water supply</u>	3,831	4,847	4,000	5,400
The estimate provides for the cost of the water supply to the GATT premises including the gardener's lodge, and has been based on the trend of recent expenditure.				
(d) <u>Heating</u>	33,595	29,454	47,000	40,000
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 estimate has been based on the trend of recent expenditure.				

	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</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>	19,662	20,638	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>	73,418	81,194	90,000	95,000
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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 pensionable remuneration of staff members on which the premium for the staff insurance is based.

(g) <u>Cleaning materials</u>	2,471	2,875	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>1973</u> <u>Expenditure</u> <u>SwF</u>	<u>1974</u> <u>Expenditure</u> <u>SwF</u>	<u>1975</u> <u>Budget</u> <u>SwF</u>	<u>1976</u> <u>Estimates</u> <u>SwF</u>
(h) <u>Maintenance expenditure</u>	123,608	111,778	130,000	140,000
<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 1975 estimate is accounted for by the higher cost of the work to be carried out.</p>				
(i) <u>Casual labour</u>	154,602	172,825	185,000	204,000
<p>The estimate provides for salaries and wages of five 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 five cleaners.</p>				
(j) <u>Maintenance of service cars</u>	9,391	8,554	11,000	11,000
<p>The estimate provides for the maintenance and repairs, including petrol and oil, of service cars.</p>				
	<u>460,177</u>	<u>472,215</u>	<u>538,700</u>	<u>572,100</u>

(v) Postal services - SwF 190,000

1975 Budget : SwF 190,000

1974 Expenditure : SwF 160,551

1973 Expenditure : SwF 154,219

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.

(vi) Stationery and office supplies - SwF 85,000

1975 Budget : SwF 80,000

1974 Expenditure : SwF 75,767

1973 Expenditure : SwF 76,221

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

(vii) Reproduction and distribution of documents - SwF 460,000

1975 Budget : SwF 425,000

1974 Expenditure : SwF 453,970

1973 Expenditure : SwF 492,155

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 increase of SwF 35,000 in the provision for 1976 is due to the higher cost of paper.

(viii) External audit - SwF 23,000

1975 Budget : SwF 19,000

1974 Expenditure : SwF 23,211

1973 Expenditure : SwF 17,191

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 1976 accounts. The increased provision reflects the higher fees and travel expenses payable.

(ix) Other services and miscellaneous expenditure - SwF 315,000

1975 Budget : SwF 275,000
1974 Expenditure : SwF 166,722
1973 Expenditure : SwF 169,726

The estimate provides for miscellaneous expenditure as follows:

	<u>SwF</u>
(a) Electronic Data Processing: Use of a computer, rental of terminal and card-punching machines, cost of magnetic tapes, paper, punch-cards, etc.	200,000
(b) Night security services	48,000
(c) Rental of special typewriters and photocopying machines	55,000
(d) Contribution to the UN common purchase service, telex instal- lation, rental of stamp distri- butor, bank charges, fees for issuance of visas, laissez-passer and passports, etc.	<u>12,000</u>
	315,000 =====

The increased provision for 1976 is mainly due to the cost of rental for additional magnetic card typewriters and higher cost for night security services.

Section 4 - Printing SwF 340,000

1975 Budget : SwF 385,000
1974 Expenditure : SwF 227,483
1973 Expenditure : SwF 249,873

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-second Supplement (EFS) ¹	60,000
International Trade 1975/76 (EFS)	70,000
Status of Legal Instruments of the GATT (EF)	10,000
GATT Activities in 1975 (EFS)	15,000
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)	90,000
Printing paper, reprints, information papers, protocols of accession, miscellaneous legal instruments, binding of documents, etc.	<u>50,000</u>
	<u>340,000</u>

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

Section 5 - Representation and Hospitality SwF 78,000

1975 Budget : SwF 78,000
1974 Expenditure : SwF 77,040
1973 Expenditure : SwF 66,605

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 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 and the Director, External Relations and Information also obtain 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

1975 Budget : SwF 5,000
1974 Expenditure : SwF 5,422
1973 Expenditure : SwF 609

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 197,000

1975 Budget : SwF 150,000
1974 Expenditure : SwF 164,900
1973 Expenditure : SwF 165,574

The estimate of SwF 197,000 provides for additions to and replacements of the following equipment:

	<u>Replacements</u> <u>SwF</u>	<u>Additions</u> <u>SwF</u>
Microfilming equipment	-	18,000
Calculating machines	3,000	1,000
Electric typewriters	88,000	-
Recording equipment	40,000	-
Purchase of car	12,000	-
Miscellaneous office furniture and equipment	-	35,000
	143,000	54,000
	=====	=====

Section 8 - Special projects SwF 20,000

1975 Budget : SwF 20,000

1974 Expenditure : SwF 20,000

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 which started in 1972 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 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 rapidly.

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

1975 Budget : SwF - (An amount of SwF 20,000
was earmarked from the
1974 surplus account)

1974 Expenditure : SwF 20,000

1973 Expenditure : SwF 15,000 (Transferred from Part II,
Section 2 (ix))

The provision under this section is to enable the Director-General to pay into a Staff Assistance Fund an amount of SwF 20,000.

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 1976 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 Expenditure SwF 200,000

1975 Budget : SwF 200,000
1974 Expenditure : SwF ---
1973 Expenditure : SwF ---

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 4,642,800

The estimate provides for expenditure in connexion with the multi-lateral comprehensive trade negotiations to take place in Geneva throughout 1976.

(i) Temporary assistance (including overtime) - SwF 3,220,000

1975 Budget : SwF 2,284,000
1974 Expenditure : SwF 1,212,308
1973 Expenditure : SwF 749,469

The provision under this heading covers the cost of 23 professional staff 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 18 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 936,000 as compared with the 1975 approved credit of SwF 2,284,000 is accounted for by:

	<u>SwF</u>
(a) Increased cost of maintaining existing staff provisions	167,100
(b) Additional staff requirements (4 professional and 9 general services category posts, and 360 man/days of consultants)	668,900
(c) Additional requirements for servicing the negotiations, particularly for additional interpretation and translation	<u>100,000</u>
	936,000
	=====

(ii) Common staff costs - SwF 549,500

1975 Budget : SwF 501,000
1974 Expenditure : SwF 193,707
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	100,000
(b) Contribution to the UNJSPF	297,500
(c) Dependency allowances and education grants	96,000
(d) Other common staff costs	<u>56,000</u>
	549,500 =====

(iii) Travel - SwF 60,000

1975 Budget : SwF 50,000
1974 Expenditure : SwF 51,373
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 500,000

1975 Budget : SwF 250,000
1974 Expenditure : SwF 61,593
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 18 additional offices, outside GATT's present premises, throughout 1976.

(v) General expenses - SwF 300,000

1975 Budget : SwF 200,000
1974 Expenditure : SwF 166,585
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

1975 Budget : SwF 13,300
1974 Expenditure : SwF 2,322
1973 Expenditure : SwF 2,606

The estimate provides for all official hospitality rendered with respect to the Trade Negotiations. 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 procedures. The Special Assistant for the Trade Negotiations obtains full reimbursement up to an amount of SwF 2,000.

PART V: INTERNATIONAL TRADE CENTRE UNCTAD/GATT

Section 1 - Contribution to the International
Trade Centre UNCTAD/GATT SwF 6,761,100

1975 Budget : SwF 5,690,000
1974 Expenditure : SwF 4,699,955
1973 Expenditure : SwF 4,114,241

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 total expenses of the Centre in 1976 are estimated at \$5,267,000. After deducting miscellaneous income and transfer from Surplus Account in an estimated amount of \$17,000 and contributions of \$888,000 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 \$4,362,000. The accounting rate applied for the preparation of the ITC budget was SwF 3.10 to \$1.

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 old ILO building.

The owner of the building, FIPOI^{1/}, has commenced the renovations and improvements to the building which it considers necessary. In accordance with the decision of the CONTRACTING PARTIES, GATT will 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. The transfer of GATT to the building is scheduled for 1977.

In accordance with document L/3986, an amount of SwF 622,532, representing the balance of the 1973 surplus account, was transferred to the Building Fund in 1974. Further, in accordance with paragraph 15 of document L/4097, an amount estimated at SwF 1,250,000 is to be transferred from the 1974 surplus account to cover expenditure in 1975. (See also paragraph 6 of document C/92).

A provision of SwF 2,500,000 has been made under this heading of the budget for a contribution to the Building Fund in 1976. Total expenditure in respect of the cost of GATT's renovation work is expected to reach SwF 1,800,000 by the end of 1975 and SwF 4,300,000 by the end of 1976.

^{1/} Fondation des Immeubles pour les Organisations Internationales

ANNEX D
INCOME BUDGET ESTIMATES FOR 1976

Summary

1. It is proposed that the 1976 budget be financed as follows:

	<u>SwF</u>
(a) Contributions assessed on contracting parties	33,970,000
(b) Miscellaneous income	<u>627,000</u>
	34,597,000
	=====

Contribution assessed on contracting parties

2. On the basis of the proposed expenditure budget for 1976, an amount of SwF 33,970,000 is to be assessed on the contracting parties in the form of contributions. The draft scale of contributions for 1976, which is reproduced in Appendix V, is based on the foreign trade figures of the last three available years (1972-1974). 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 627,000 for 1976 as compared with an amount of SwF 682,000 for 1975. The details are as follows:

	<u>1973</u> <u>Actual</u> <u>SwF</u>	<u>1974</u> <u>Actual</u> <u>SwF</u>	<u>1975</u> <u>Budget</u> <u>SwF</u>	<u>1976</u> <u>Estimates</u> <u>SwF</u>
(a) Interest on investment	302,037	1,057,778	552,000	500,000
(b) Sale of publications	60,016	51,589	60,000	57,000
(c) Profit or loss on exchange	32,326	(33,914)	-	-
(d) Savings on previous year's outstanding obligations	31,190	120,101	10,000	10,000
(e) Refund of the Organization's contribution to the United Nations Joint Staff Pension Fund in respect of participant withdrawals	103,558	39,706	30,000	30,000
(f) Other income	<u>32,796</u>	<u>37,705</u>	<u>30,000</u>	<u>30,000</u>
	561,923	1,272,965	682,000	627,000
	=====	=====	=====	=====

4. The estimate for 1976 income on investments takes into account the recent downward 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 1975^{1/}

(in US dollars)

Step		Grade							
		P.1	P.2	P.3	P.4	P.5	D.1	D.2	Ungraded
I	Gross	12,020	15,750	19,670	24,220	30,540	35,000	42,060	60,050
	Net	9,414	12,025	14,586	17,532	21,324	23,850	27,630	36,625
II	Gross	12,510	16,300	20,320	24,990	31,410	36,140	43,270	74,800
	Net	9,757	12,395	15,008	17,994	21,846	24,477	28,235	44,000
III	Gross	13,000	16,850	20,970	25,760	32,280	37,280	44,480	
	Net	10,100	12,753	15,431	18,456	22,354	25,104	28,840	
IV	Gross	13,490	17,400	21,620	26,530	33,150	38,420	45,690	
	Net	10,443	13,110	15,853	18,918	22,833	25,731	29,445	
V	Gross	13,980	17,950	22,270	27,300	34,020	39,560		
	Net	10,786	13,468	16,276	19,380	23,311	26,358		
VI	Gross	14,470	18,500	22,920	28,070	34,890	40,700		
	Net	11,129	13,825	16,698	19,842	23,790	26,950		
VII	Gross	14,960	19,050	23,570	28,840	35,760	41,840		
	Net	11,472	14,183	17,121	20,304	24,268	27,520		
VIII	Gross	15,450	19,600	24,220	29,610	36,630			
	Net	11,815	14,540	17,532	20,766	24,747			
IX	Gross	15,940	20,150	24,870	30,380	37,500			
	Net	12,158	14,898	17,922	21,228	25,225			
X	Gross	16,430	20,700	25,520	31,150	38,370			
	Net	12,480	15,255	18,312	21,690	25,704			
XI	Gross		21,250	26,170	31,920				
	Net		15,613	18,702	22,152				
XII	Gross			26,820	32,690				
	Net			19,092	22,580				
XIII	Gross			27,470					
	Net			19,482					

^{1/} Pensionable Remuneration = gross salary plus 5 per cent with effect from 1 January 1975 and gross salary plus 20 per cent with effect from 1 July 1975.

APPENDIX II
SCHEDULE OF POST ADJUSTMENTS
EFFECTIVE 1 JANUARY 1975

(in US dollars)

Step		Grade							
		P.1	P.2	P.3	P.4	P.5	D.1	D.2	Ungraded
I	D	420	534	642	765	915	999	1,104	1,465
	S	280	356	428	510	610	666	736	977
II	D	435	549	660	783	930	1,017	1,128	1,760
	S	290	366	440	522	620	678	752	1,173
III	D	450	564	678	801	945	1,035	1,152	
	S	300	376	452	534	630	690	768	
IV	D	465	579	693	819	960	1,053	1,179	
	S	310	386	462	546	640	702	786	
V	D	480	594	711	837	975	1,071		
	S	320	396	474	558	650	714		
VI	D	495	609	729	852	990	1,089		
	S	330	406	486	568	660	726		
VII	D	510	624	747	867	1,005	1,107		
	S	340	416	498	578	670	738		
VIII	D	522	639	765	882	1,020			
	S	348	426	510	588	680			
IX	D	537	654	780	900	1,035			
	S	358	436	520	600	690			
X	D	552	669	795	918	1,050			
	S	368	446	530	612	700			
XI	D		684	810	936				
	S		456	540	624				
XII	D			825	954				
	S			550	636				
XIII	D			840					
	S			560					

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 1975

(in Swiss francs)

Step		Grade						
		G.1	G.2	G.3	G.4	G.5	G.6	G.7
I	Gross	28,626	30,910	33,570	37,254	40,644	45,077	50,969
	Net	22,588	24,187	26,049	28,628	31,001	33,890	37,720
II	Gross	29,606	32,013	34,950	38,846	42,517	47,171	53,569
	Net	23,274	24,959	27,015	29,742	32,226	35,251	39,410
III	Gross	30,586	33,116	36,330	40,437	44,402	49,265	56,169
	Net	23,960	25,731	27,981	30,856	33,451	36,612	41,100
IV	Gross	31,566	34,219	37,710	42,123	46,286	51,358	58,769
	Net	24,646	26,503	28,947	31,970	34,676	37,973	42,790
V	Gross	32,546	35,321	39,090	43,837	48,171	53,452	61,383
	Net	25,332	27,275	29,913	33,084	35,901	39,334	44,480
VI	Gross	33,526	36,424	40,470	45,551	50,055	55,546	64,200
	Net	26,018	28,047	30,879	34,198	37,126	40,695	46,170
VII	Gross	34,506	37,527	41,931	47,265	51,940	57,640	67,017
	Net	26,704	28,819	31,845	35,312	38,351	42,056	47,860
VIII	Gross	35,486	38,630	43,417	48,978	53,825	59,734	69,833
	Net	27,390	29,591	32,811	36,426	39,576	43,417	49,550
IX	Gross	36,466	39,733	44,903	50,692	55,709	61,880	72,650
	Net	28,076	30,363	33,777	37,540	40,801	44,778	51,240
X	Gross	37,446	40,838	46,389	52,406	57,594	64,148	75,467
	Net	28,762	31,135	34,743	38,654	42,026	46,139	52,930
XI	Gross	38,426	42,026	47,875	54,120	59,478	66,417	78,283
	Net	29,448	31,907	35,709	39,768	43,251	47,500	54,620

APPENDIX IV
SCHEDULE OF TEMPORARY ASSISTANCE

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	1975 budget		Cost increase of continuing requirements		Additional require- ments/(deletions) for 1976		1976 estimates		Total 1974	
	Man/days	SwF	SwF	Man/days	SwF	Man/days	SwF	Man/days	SwF	expenditure
Consultants & others ..	1,040	363,200	17,200	(100) 360	(54,400) 73,000	1,300	399,000	735	205,928	
Interpreters	400	129,300	12,700	-	-	400	142,000	175	50,854	
Revisers, Translators ..	800	219,200	1,800	-	-	800	221,000	988	232,284	
Translator (Glossary) ..	360	53,600	-	(360)	(53,600)	-	-	360	52,480	
Secretaries, Clerks, Typists, etc.	2,800	258,400	20,600	360	35,000	3,160	314,000	4,564	362,327	
Sound Operator/Mechanics, Messengers, Drivers ..	1,980	145,300	12,700	-	-	1,980	158,000	2,013	128,948	
Proof-readers	-	6,000	-	-	-	-	6,000	-	900	
Overtime	-	70,000	6,000	-	-	-	76,000	-	62,937	
Sub-total	7,380	1,245,000	71,000	260	-	7,640	1,316,000	8,835	1,096,658	
<u>Trade Negotiations</u>										
Professional staff	6,840	1,366,800	82,000	1,440	281,200	8,280	1,730,000	5,075	771,359	
Consultants	-	-	-	360	138,500	360	138,500	-	-	
Clerical assistance ...	3,240	318,200	29,300	3,240	249,200	6,480	596,700	2,247	174,351	
Interpreters, Trans- lators, Revisers, Typists, etc.	-	599,000	55,800	-	100,000	-	754,800	-	266,590	
Sub-total	10,080	2,284,000	167,100	5,040	768,900	15,120	3,220,000	7,322	1,212,308	
Total	17,460	3,529,000	238,100	5,300	768,900	22,760	4,536,000	16,157	2,308,966	

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

Part I	- Section 1 - Thirty-second session of the CONTRACTING PARTIES	SwF 95,000
Part II	- Section 2 - Meetings of the Council and other meetings	SwF 300,000
Part IV	- Section 1 - Salaries and wages and official travel	SwF 921,000
	- Section 1 - Trade Negotiations	SwF 3,220,000
		SwF 4,536,000
		=====

APPENDIX V

DRAFT SCALE OF CONTRIBUTIONS FOR 1976

(0.12 minimum)

Country	Percentage	1976 Contributions SwF	1975 Contributions SwF
<u>Contracting Parties</u>			
Argentina	0.40	135,900	118,500
Australia	1.62	550,300	429,300
Austria	1.17	397,400	316,000
Bangladesh	0.12	40,800	36,900
Barbados	0.12	40,800	31,600
Belgium	3.83	1,301,000	1,021,800
Brazil	1.37	465,400	310,800
Burma	0.12	40,800	31,600
Burundi	0.12	40,800	31,600
Cameroon	0.12	40,800	31,600
Canada	5.01	1,701,900	1,390,500
Central African Republic	0.12	40,800	31,600
Chad	0.12	40,800	31,600
Chile	0.18	61,100	63,200
Congo, People's Republic of the	0.12	40,800	31,600
Cuba	0.23	78,100	73,700
Cyprus	0.12	40,800	31,600
Czechoslovakia	1.18	400,800	350,300
Dahomey	0.12	40,800	31,600
Denmark	1.29	438,200	347,600
Dominican Republic	0.12	40,800	31,600
Egypt, Arab Republic of	0.24	81,500	57,900
Finland	0.83	281,900	210,700
France	7.18	2,439,000	1,898,800
Gabon	0.12	40,800	31,600
Gambia	0.12	40,800	31,600
Germany, Federal Republic of	11.39	3,869,200	3,081,200
Ghana	0.12	40,800	31,600
Greece	0.45	152,800	115,900
Guyana	0.12	40,800	31,600
Haiti	0.12	40,800	31,600
Hungary	0.79	268,300	221,200
Iceland	0.12	40,800	31,600
India	0.62	210,600	165,900

Country	Percentage	1976 Contributions SwF	1975 Contributions SwF
Indonesia	0.64	217,400	81,600
Ireland	0.47	159,600	129,000
Israel	0.51	173,200	113,200
Italy	4.94	1,678,100	1,298,300
Ivory Coast	0.15	50,900	36,900
Jamaica	0.12	40,800	31,600
Japan	7.61	2,585,100	1,869,800
Kenya	0.12	40,800	31,600
Korea, Republic of	0.71	241,200	163,300
Kuwait	0.65	220,800	129,000
Luxembourg	0.33	112,100	89,500
Madagascar	0.12	40,800	31,600
Malawi	0.12	40,800	31,600
Malaysia	0.53	180,000	129,000
Malta	0.12	40,800	31,600
Mauritania	0.12	40,800	31,600
Mauritius	0.12	40,800	31,600
Netherlands, Kingdom of the	4.87	1,654,300	1,287,800
New Zealand	0.44	149,400	118,500
Nicaragua	0.12	40,800	31,600
Niger	0.12	40,800	31,600
Nigeria	0.66	224,200	134,300
Norway	1.03	349,900	279,200
Pakistan	0.19	64,500	42,100
Peru	0.17	57,700	55,300
Poland	1.40	475,500	368,700
Portugal	0.48	163,000	173,800
Rhodesia	0.12	40,800	31,600
Romania	0.54	183,400	150,100
Rwanda	0.12	40,800	31,600
Senegal	0.12	40,800	31,600
Sierra Leone	0.12	40,800	31,600
Singapore	0.88	298,900	205,400
South Africa	0.87	295,500	223,900
Spain	1.48	502,700	366,100
Sri Lanka	0.12	40,800	31,600
Sweden	2.23	757,500	592,500
Switzerland	1.95	662,400	539,900
Tanzania	0.12	40,800	31,600
Togo	0.12	40,800	31,600
Trinidad and Tobago	0.21	71,300	39,500
Turkey	0.35	118,900	84,300
Uganda	0.12	40,800	31,600

Country	Percentage	1976 Contributions SwF	1975 Contributions SwF
United Kingdom of Great Britain and Northern Ireland	7.71	2,619,100	2,120,000
United States of America	14.35	4,874,700	3,805,400
Upper Volta	0.12	40,800	31,600
Uruguay	0.12	40,800	31,600
Yugoslavia	0.79	268,300	194,900
Zaire	0.14	47,500	42,100
<u>Associated Governments</u>			
Cambodia	0.12	40,800	31,600
Philippines	0.38	129,100	92,200
Tunisia	0.12	40,800	31,600
	100.00	33,970,000	26,335,000