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GENERAL AGREEMENT ON TARIFFS AND TRADE

BUDGET ESTIMATES

FOR

THE FINANCIAL YEAR 1982

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BUDGET ESTIMATES FOR THE FINANCIAL YEAR 1982

Introduction

1. The Director-General hereby submits his budget proposals concerning the expenses and the income of the secretariat for the financial year 1982.

2. Total expenditure for 1982 is estimated at SwF 46,011,000, representing an increase of SwF 4,147,000 or 9.91 per cent over the 1981 approved budget. The Director-General has endeavoured to keep the proposed 1982 budget within reasonable limits by applying a zero real-growth factor. The increase is basically beyond the control of the secretariat and is composed of three elements. Firstly, an amount of SwF 3,619,500 or 8.65 per cent is the result of inflation and statutory increases including adjustments to salaries and allowances decided by non-GATT bodies and the effect of the higher US dollar rate of SwF 2.07/$1 (1981: SwF 1.74/$1) used for the 1982 budget for Pension Fund contributions. Secondly, an amount of SwF 483,000, or 1.15 per cent of the overall budgetary increase, is accounted for by the increase in the contribution payable to the International Trade Centre UNCTAD/GATT, over which the GATT secretariat has no direct control. Thirdly, an amount of SwF 44,500 or 0.11 per cent represents the cost of a new post of telephonist required for and to be entirely reimbursed by the Office of the United Nations High Commissioner for Refugees. In this connexion it will be recalled that GATT is responsible for the security and telephone services for all occupants of the Centre William Rappard. For 1982, eight guards and eight telephonists are to be payrolled by GATT and the relevant salary and other staff costs are included in this budget. The cost of three guards and five telephonists, amounting to SwF 490,000, will be recovered from HCR and this amount has been included in the income budget (Annex D).

3. The Director-General has been able to produce estimates showing a zero growth level compared with 1981 and this has only been made possible by the extensive redeployment of staff resources in order to achieve the most rational and efficient use of those resources. By means of reorganizations of the staffing structure in 1981, entailing redistribution of tasks and the above-mentioned redeployment of the work force, optimum efficiency has been sought. This has enabled the secretariat to face up to the greatly increased work-load which is an ongoing consequence of the additional tasks accruing to the secretariat in connexion with the administration of the various international agreements that resulted from the Tokyo Round of Multilateral Trade Negotiations, and the very greatly increased volume of documentation that the secretariat has been called upon to process as a consequence of these agreements. In

order to achieve this it has also been necessary to resort to the application of such measures as the use of rationalized text-processing machinery and distribution equipment, which for a modest outlay enables considerable economies in manpower and other document processing costs. In addition, economies have been sought throughout the entire area of secretariat activities by, for example, the execution of technical co-operation missions by GATT staff rather than by recourse to the use of additional temporary consultants.

4. The 1982 estimates have been based on the assumption that inflation would continue to progress throughout 1982 at a rate approaching 10 per cent. Inflation rates have been applied on a selective basis however, and in some cases the expected increase has been absorbed within the estimate concerned by reducing the extent of the services provided.

5. Apart from one new post of telephonist for which, as stated above, full reimbursement will be received by GATT from HCR, no new posts have been proposed nor have additions to staff resources under temporary assistance. However, the budget contains proposals for the consolidation of six General Service category posts from temporary assistance into the permanent establishment. These proposals are made in the light of experience since the conclusion of the trade negotiations and on the basis of perceived needs. The proposed manning table for 1982 thus provides for 287 permanent posts and 44 temporary assistance posts.

6. The grading of the Professional and General Service category posts has been subjected to a most careful scrutiny in the course of the regular annual grading review. In the interests of maximum economy, certain proposals made by divisional directors have been postponed or not retained at this time and the barest minimum of three posts in the Professional category and three posts in the General Service category are proposed for regrading in 1982. The justifications for the Professional category regradings are set out in Annex C.

7. On the basis of proposed expenditure for 1982, an amount of SwF 44,900,000 is to be assessed on contracting parties in the form of contributions. This amount takes into account an estimate for miscellaneous income of SwF 1,015,264 and a transfer from the 1980 surplus of SwF 95,736.

ANNEX A

SUMMARY OF 1982 EXPENDITURE ESTIMATES

Section		SwF	SwF
	PART I: MEETINGS		
1	Thirty-Eighth session of the CONTRACTING PARTIES	20,000	
2	Meetings of the Council and other meetings	151,000	
	Total Part I:		171,000
	PART II: SECRETARIAT		
3	Salaries and wages and official missions	25,375,000	
4	Common staff costs	6,577,000	
5	Common services	4,497,000	
6	Printing	400,000	
7	Representation and hospitality	105,000	
8	Public information	5,000	
9	Permanent equipment	175,000	
10	Contribution to the Staff Assistance Fund	40,000	
	Total Part II:		37,174,000
	PART III: UNFORESEEN EXPENDITURE		
11	Unforeseen expenditure		200,000
	PART IV: COMMERCIAL POLICY TRAINING COURSES		
12	Commercial Policy Training Courses		580,000
	Sub-total		38,125,000
	PART V: INTERNATIONAL TRADE CENTRE UNCTAD/GATT		
13	Contribution to the International Trade Centre UNCTAD/GATT		7,886,000
	GRAND TOTAL		46,011,000

ANNEX B

DETAILED SCHEDULES OF 1982 EXPENDITURE ESTIMATES

		1980 Expenditure SwF	1981 Budget SwF	1982 Estimates SwF
PART I:	MEETINGS			
Section 1 -	Thirty-Eighth Session of the CONTRACTING PARTIES			
(i)	Temporary assistance (interpreters)	1,476	13,000	13,000
(ii)	Travel and subsistence of temporary staff	-	2,000	2,000
(iii)	Rental of meeting rooms and additional office space	2,790	4,000	4,000
(iv)	Other services	1,488	1,000	1,000
	Total Section 1:	5,754	20,000	20,000
Section 2 -	Meetings of the Council and other Meetings			
(i)	Temporary assistance (interpreters)	151,204	145,000	145,000
(ii)	Travel and subsistence of temporary staff	-	2,000	2,000
(iii)	Other services	4,025	4,000	4,000
	Total Section 2:	155,229	151,000	151,000
	Total Part I:	160,983	171,000	171,000

		1980 Expenditure SwF	1981 Budget SwF	1982 Estimates SwF
PART II:	SECRETARIAT			
Section 3 -	Salaries and Wages and Official Missions			
(i)	Established posts	17,231,873	19,186,000	21,015,000
(ii)	Temporary assistance (including overtime) and consultants	4,184,205	3,649,000	3,860,000
(iii)	Missions			
	(a) Official missions	344,711	320,000	350,000
	(b) Technical co-operation missions	134,691	100,000	150,000
	Total Section 3:	21,895,480	23,255,000	25,375,000
Section 4 -	Common Staff Costs			
(i)	Installation grants	147,810	40,000	40,000
(ii)	Travel and removal expenses of staff and their dependants	304,241	100,000	100,000
(iii)	Separation payments	121,268	60,000	60,000
(iv)	Contribution to the United Nations Joint Staff Pension Fund	3,067,604	3,323,000	4,233,000
(v)	Repatriation grants	196,528	100,000	100,000
(vi)	Travel on home leave	155,186	260,000	315,000
(vii)	Family allowances, education grants and related travel:			
	(a) Family allowances	489,267	521,000	560,000
	(b) Education grants and related travel	276,937	296,000	500,000
(viii)	Joint services	126,039	130,000	165,000
(ix)	Other common staff costs	366,987	374,000	504,000
	Total Section 4:	5,251,867	5,204,000	6,577,000

		1980 Expenditure SwF	1981 Budget SwF	1982 Estimates SwF
Section 5 -	Common Services			
(i)	Cables, telex and telephone communications	81,200	75,000	100,000
(ii)	Freight and cartage	13,993	7,000	14,000
(iii)	Books and information material	73,184	86,000	91,000
(iv)	Rental and maintenance of premises and equipment:			
	(a) Rent	1,292,512	1,300,000	1,280,000
	(b) Electricity	112,660	120,000	120,000
	(c) Water supply	7,075	10,000	8,000
	(d) Heating	77,132	130,000	100,000
	(e) Telephone and telex (rental)	123,486	130,000	130,000
	(f) Insurance premiums	109,670	120,000	120,000
	(g) Maintenance expenditure	334,317	323,000	340,000
	(h) Contractual cleaning	502,834	510,000	525,000
	(i) Maintenance of service cars	9,708	13,000	13,000
(v)	Postal services	295,359	320,000	320,000
(vi)	Stationery and office supplies	132,662	110,000	120,000
(vii)	Reproduction of documents	458,152	500,000	560,000
(viii)	External audit	56,468	52,000	56,000
(ix)	Other services and miscellaneous expenditure	416,549	485,000	600,000
	Total Section 5:	4,096,961	4,291,000	4,497,000
Section 6 -	Printing	361,231	485,000	400,000
Section 7 -	Representation and Hospitality	88,639	102,000	105,000
Section 8 -	Public Information	2,040	5,000	5,000

		1980 Expenditure SwF	1981 Budget SwF	1982 Estimates SwF
Section 9 -	Permanent Equipment	179,972	168,000	175,000
Section 10 -	Contribution to the Staff Assistance Fund	20,000	20,000	40,000
	Total Part II:	31,896,190	33,530,000	37,174,000
PART III:	UNFORESEEN EXPENDITURE			
Section 11 -	Unforeseen Expenditure	-	200,000	200,000
PART IV:	COMMERCIAL POLICY TRAINING COURSES			
Section 12 -	Commercial Policy Training Courses	532,827	560,000	580,000
	Sub-Total	32,590,000	34,461,000	38,125,000
PART V:	INTERNATIONAL TRADE CENTRE UNCTAD/GATT			
Section 13 -	Contribution to the International Trade Centre UNCTAD/GATT	7,353,600	7,403,000	7,886,000
	GRAND TOTAL	39,943,600	41,864,000	46,011,000

ANNEX C

EXPLANATORY NOTES ON 1982 EXPENDITURE ESTIMATES

PART I: MEETINGS

Section 1 - Thirty-Eighth Session of the CONTRACTING PARTIES ..... SwF 20,000

1981 Budget	:	(one-week session)	SwF 20,000
1980 Expenditure	:	(three-day session)	SwF 5,754
1979 Expenditure	:	(four-day session)	SwF 17,382

The estimate provides for a one-week session of the CONTRACTING PARTIES in 1982 on the assumption that it will be held at the Palais des Nations in Geneva.

(i) Temporary assistance (interpreters) - SwF 13,000

1981 Budget	:	SwF 13,000
1980 Expenditure	:	SwF 1,476
1979 Expenditure	:	SwF 10,960

The estimate provides for the cost of temporary interpreters to complement the permanent interpreting establishment during the Session. It is assumed that some thirty-five interpreting man/days will be required.

(ii) Travel and subsistence of temporary staff - SwF 2,000

1981 Budget	:	SwF 2,000
1980 Expenditure	:	SwF -
1979 Expenditure	:	SwF 2,000

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

(iii) Rental of meeting rooms and additional office space - SwF 4,000

1981 Budget	:	SwF 4,000
1980 Expenditure	:	SwF 2,790
1979 Expenditure	:	SwF 3,360

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 1,000

1981 Budget	:	SwF 1,000
1980 Expenditure	:	SwF 1,488
1979 Expenditure	:	SwF 1,062

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 151,000

As it is not possible at present to establish a final programme of meetings for 1982, the provisions for temporary interpreters, travel of temporary staff and other services have been based upon recent trends of expenditure. Details are as follows:

		1979 Expenditure SwF	1980 Expenditure SwF	1981 Budget SwF	1982 Estimates SwF
(i)	Temporary assistance (interpreters)	100,350	151,204	145,000	145,000
(ii)	Travel and subsistence of temporary staff	10,000	-	2,000	2,000
(iii)	Other services	-	4,025	4,000	4,000
		110,350	155,229	151,000	151,000

The provision for temporary interpretation services for 1982 represents 400 man/days of interpreters. In line with the recommendations of the Committee on Budget, Finance and Administration, the secretariat continues to establish a programme of meetings several months ahead with a view to the avoidance of simultaneous meetings, thus achieving maximum economies with regard to the use of interpretation services.

PART II: SECRETARIAT

Section 3 - Salaries and Wages and Official Travel .... SwF 25,375,000

(i) Established posts - SwF 21,015,000

1981 Budget	:	SwF 19,186,000
1980 Expenditure	:	SwF 17,231,873
1979 Expenditure	:	SwF 15,388,859

The total number of posts proposed for 1982 is 287, of which 3 are ungraded, 124 are professional and above and 160 are general service posts. (See Manning Table on page 18). Sixteen posts included in the manning table represent guards and telephonists providing security and telephone services for all occupants of the Centre William Rappard. Reimbursement of the cost of three guards and five telephonists is provided for under the estimate for miscellaneous income.

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 effective from 1 January 1981 (Appendix III, page 42);

Salaries for professional category and above as per salary scales effective from 1 January 1981 (Appendix III, page 42);

Post adjustment classification for Geneva at 63 index points at the rate of SwF 2.07/US$1 effective 1 July 1981. After incorporation of 30 index points into base salary at 1 January 1981, the schedule of index points has been revalued accordingly (Appendix IV, page 43). It is anticipated that the post adjustment index will progress by some 10 points during 1982.

General service category posts:

Salaries as per salary scales effective from 1 March 1981 (Appendix V, page 44).

Personal transitional allowance payable from 1 January 1978 to staff in post on 31 December 1977. On the downward adjustment of General Service category staff salaries, effective 1 January 1978, a net personal transitional allowance was determined for each staff member on post at 31 December 1977, representing the difference in Swiss francs between the net base salary which would have been payable on that date under the previous scale and the net base salary payable under the new scale. The allowance is reduced and will eventually disappear as a result of the absorption of cost-of-living increases, probably in 1982. Provision has been made for a 3 per cent salary increase for General Service category staff, entitled to this allowance, in view of the intention of the Executive Heads of the Geneva-based organizations to grant such an increase with effect from 1 March 1981.

Language allowance payable in accordance with Staff Rules.

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

Analysis of increase

The increase of SwF 1,829,000 as compared with the 1981 approved credit of SwF 19,186,000 is accounted for by:

			SwF
(a)	provision for movements in 1982 of the index governing the post adjustment system for the professional staff		875,000
(b)	provision for salary increases for staff in the General Service category		450,000
(c)	the regular salary increments		300,000
(d)	1 new general service category post of telephonist to be reimbursed in full by the Office of the United Nations High Commissioner for Refugees		37,000
(e)	the consolidation of 6 general service category posts from temporary assistance credits		223,000
(f)	the regrading of 3 professional and 3 general service category posts		24,000
(g)	add back 1981 provision for vacant posts and for posts filled at a lower level than provided for in the budget	295,000	
	1982 provision for vacant posts and for posts filled at a lower level than provided for in the budget	(375,000)	(80,000)
			1,829,000

NEW POSTS, CONSOLIDATIONS OF TEMPORARY ASSISTANCE POSTS AND REGRADINGS

NEW POSTS

Administrative and Financial Division

Telephone Unit -	1 Telephone Operator	G3

This post has been proposed in order to meet the additional burden created by the volume of telephone traffic for the Office of the United Nations High Commissioner for Refugees which shares the Centre William Rappard with GATT and utilizes GATT's telephone exchange. Full reimbursement will be received by GATT from HCR in respect of the post which is proposed for inclusion in the manning table, as is the case for other posts of a similar nature, in order to permit the application of a homogeneous personnel policy both to GATT staff and to staff under GATT's control.

CONSOLIDATIONS

The following proposals for consolidation of temporary assistance posts are put forward as a result of the experience that has been gained since the conclusion of the Tokyo Round of Multilateral Trade Negotiations and in the light of the fact that the functions concerned have become essential, on a permanent basis, for carrying out the post-MTN work programme. The proposals made by divisional directors have been most thoroughly scrutinized in the context of the overall redeployment of the permanent and temporary work force that has been undertaken in order to enable the secretariat to face up to its increased work-load. Only those proposals which are clearly perceived needs have been retained for inclusion in these estimates and the six posts concerned represent permanent reinforcement of the secretariat services that have borne the brunt of the additional tasks accruing in respect of the administration of the MTN agreements, dealing with the great mass of documentation generated by the new committees or resulting from delegations' requests.

Agriculture Division -	1 Statistical Assistant	G5
Liaison and Documentation Division -	1 Administrative Assistant	G6
Documents Control Section -	1 Documents Clerk	G3
Stenographic and Typing Section -	1 Stenographer/Transcriber	G3
Documents Reproduction Section -	1 Offset Operator	G3
-	1 Distribution Clerk	G3

REGRADINGS

OPERATIONAL DEPARTMENT A

Technical Co-operation Division - Economic Affairs Officer P3 to Counsellor P4

The work in the Technical Co-operation Division requires a high degree of competence and specialization in order, inter alia, to bring to the attention of developing countries the relevance of the different provisions in the MTN Codes as they apply to the individual situation of the country concerned. Together with the technical knowledge required, it is also necessary for the Technical Co-operation Division staff to be able to work in several languages. Fluency in Spanish is of very great importance since the Division has to deal with government officials at a high level in a continent where Spanish is spoken by most nations. The involvement of Spanish-speaking countries in the GATT is continually growing.

The present posting structure of the Division is such that the actual level of understanding and competence requested of a P3 officer corresponds to that normally requested of a P4 officer.

OPERATIONAL DEPARTMENT B

Economic Research and Analysis Unit

Statistics and Tariff Study - Statistical Officer (Textiles) P2 to P3

The volume of the statistics to be compiled for the Textiles Committee increased considerably in recent years since (a) MFA member countries expanded their statistical coverage of the textile and clothing section and (b) a larger number of countries is now providing statistics based on different definitions and coverage. Thus also the problems of presenting these statistics on a comparable basis have greatly expanded. At the same time, the data requirements of the Committee have become more complex and necessitate a higher level of technical expertise. The volume of the textile and clothing data processed in the GATT now necessitates extensive computerized treatment. The statistical officer in charge of this work is now required to prepare voluminous analytical notes and technical papers explaining these statistics and procedures to the Committee or for internal use. As a result, the responsibilities of the post and the professional qualifications and skill of the incumbent have much increased since the time the post was created in July 1974, and the duties concerned are now clearly of P3 level.

Technical and Other Barriers to Trade Division - Economic Affairs Officer P2 to P3

The incumbent of this post acts as secretary of the Committee on Import Licensing, one of the Committees established as a result of the Multilateral Trade Negotiations. As such, she prepares the documentation for the Committee, is responsible for the smooth running of its meetings and for the drafting of its minutes, etc. This officer is also responsible for the operation of the notification procedure established under the Agreement on Technical Barriers to Trade and for questions of particular interest to developing countries in this area. As the Division is small, this officer also assists in the drafting of reports of the Committee on Balance-of-Payments Restrictions and in other work of the Division as assigned.

The responsibilities of the post are clearly at the P3 level.

SCHEDULE OF ESTABLISHED POSTS FOR 1982

	Professional Category and above								General Service Category					
	DG/DDG	D2	D1	P5	P4	P3	P2/1	Sub-total	G7	G6	G5	G4/1	Sub-total	Total
General Directorate	1	-	-	-	-	-	-	1	-	-	-	-	-	1
Cabinet of the Director-General	-	1	-	2	-	-	-	3	1	1	1	-	3	6
Office of Legal Affairs	-	1	-	-	-	-	-	1	-	1	-	-	1	2
External Relations and Information Division	-	-	1	-	-	-	-	1	-	1	-	-	1	2
(a) External Relations and Information	-	-	-	-	1	1	-	2	-	1	1	1	3	5
(b) Library	-	-	-	-	-	1	-	1	-	1	2	2	5	6
Textiles Surveillance Body	-	-	-	-	1	-	-	1	-	-	-	-	-	1
Registry	-	-	-	-	-	-	1	1	-	2	-	-	2	3
Operational Department A	1	-	-	-	-	-	-	1	1	-	1	-	2	3
Non-Tariff Measures Division	-	-	1	1	1	1	-	4	-	-	2	-	2	6
Development Division	-	-	1	2	4	1	-	8	-	1	1	2	4	12
(Data Base Unit)	-	-	-	1	-	-	-	1	-	1	-	-	1	2
Technical Co-operation Division	-	-	1	2	3	-	-	6	-	2	3	1	6	12
Inter-Agency Affairs	-	-	1	-	-	-	-	1	-	-	-	-	-	1
Special Projects Section	-	-	-	1	1	-	1	3	-	-	1	-	1	4
Operational Department B	1	-	-	-	-	-	-	1	1	-	1	-	2	3
Economic Research and Analysis Unit	-	-	3	2	1	3	-	9	-	1	-	-	1	10
(a) Statistics and Tariff Study	-	-	-	-	1	4	2	7	-	2	2	1	5	12
(b) Electronic Data Processing	-	-	-	-	1	1	1	3	-	1	1	1	3	6
Agriculture Division	-	-	1	2	-	4	-	7	-	1	2	-	3	10
Tariff Division	-	-	1	1	1	-	1	4	-	-	1	1	2	6
Technical and Other Barriers to Trade Division	-	-	1	1	1	1	-	4	-	-	1	-	1	5
Department of Conference Affairs and Administration	-	1	-	-	-	-	-	1	-	1	-	-	1	2
Conference Affairs Division	-	-	1	-	-	1	-	2	-	-	1	-	1	3
(a) Archives and Monitoring Unit	-	-	-	-	-	2	-	2	-	-	-	-	-	2
(b) Conference Unit	-	-	-	-	-	1	-	1	-	1	-	-	1	2
(c) Interpretation Unit	-	-	-	3	2	-	-	5	-	-	-	-	-	5

Administrative and Financial Division	-	-	1	-	-	-	-	1	-	1	-	-	1	2
(a) Budget and Control Section	-	-	-	1	2	1	-	4	-	1	1	1	3	7
(b) Finance and Accounts Section	-	-	-	-	1	2	1	4	-	2	-	1	3	7
(c) Technical Services and Buildings Section	-	-	-	-	-	1	-	1	-	2	6	-	8	9
(d) Telephone Unit	-	-	-	-	-	-	-	-	-	1	-	7	8	8
(e) Internal Services and Security Section	-	-	-	-	-	1	-	1	-	1	1	21	23	24
(f) Procurement Services	-	-	-	-	-	1	-	1	1	1	-	2	4	5
(g) Travel and Insurance Office	-	-	-	-	-	-	1	1	-	-	-	-	-	1
Liaison and Documentation Division	-	-	1	-	-	-	-	1	-	1	-	1	2	3
(a) Documents Control Section	-	-	-	-	-	1	-	1	-	-	1	1	2	3
(b) Stenographic and Typing Section	-	-	-	-	-	1	-	1	1	-	-	-	1	2
(i) English Pool	-	-	-	-	-	-	-	-	-	1	1	8	10	10
(ii) French Pool	-	-	-	-	-	-	-	-	1	1	1	9	12	12
(iii) Spanish Pool	-	-	-	-	-	-	-	-	1	-	2	4	7	7
(c) Documents Reproduction and Distribution Section	-	-	-	-	-	1	-	1	-	1	3	9	13	14
Languages Division	-	-	1	-	-	-	-	1	-	-	1	-	1	2
(a) French Translation Section	-	-	-	1	4	7	-	12	-	-	-	-	-	12
(b) Spanish Translation Section	-	-	-	1	3	3	-	7	-	-	-	-	-	7
(c) English Translation Section	-	-	-	1	-	-	-	1	-	-	-	-	-	1
(d) Reference and Indexing Unit	-	-	-	-	-	1	-	1	-	-	-	2	2	3
Training Division	-	-	1	-	2	1	-	4	-	-	1	1	2	6
Personnel Section	-	-	-	1	1	1	-	3	2	2	1	2	7	10
Total 1982 proposed establishment	3	3	16	23	31	43	8	127	9	33	40	78	160	287
Approved 1981 establishment	3	3	16	23	30	42	10	127	9	31	38	75	153	280
New posts	-	-	-	-	-	-	-	-	-	-	-	1	1	1
Transfer from Temporary Assistance	-	-	-	-	-	-	-	-	-	1	1	4	6	6
Reclassifications	(-	-	-	-	1	2	-	3	-	1	2	-	3	6
	(-	-	-	-	-	(1)	(2)	(3)	-	-	(1)	(2)	(3)	(6)
Total 1982 proposed establishment	3	3	16	23	31	43	8	127	9	33	40	78	160	287

(ii) Temporary assistance (including overtime) and consultants - SwF 3,860,000

1981 Budget	:	SwF 3,649,000
1980 Expenditure	:	SwF 4,184,205
1979 Expenditure	:	SwF 2,234,821

The provision for temporary assistance has been calculated on the basis of current needs and estimated requirements in 1982. The details, with comparative figures, are set out in the Schedule of Temporary Assistance (Appendix II, page 41).

No increase has been made in staffing provisions. This has only been made possible in the overall context of redistribution of tasks and the redeployment of permanent and temporary staff so as to achieve optimum efficiency. The increase of SwF 211,000 over 1981 represents the additional cost of maintaining 1981 levels of activity amounting to SwF 434,000, partially offset by SwF 223,000 in respect of the proposals for the consolidation of temporary assistance posts into the permanent establishment.

The provision of SwF 3,860,000 proposed for 1982 can be further analyzed:

(a) SwF 1,109,000 (1981: SwF 990,000) representing 3,960 man/days (1981: 3,960 man/days) for Consultants and other professional assistance as follows:

- Experts in the field of technical and other barriers to trade, non-tariff measures, etc., and also technical consultants required for short-term technical co-operation missions to be carried out in 1982 in response to requests by developing countries for assistance in connexion with their participation in the various MTN agreements, as well as the General Agreement itself, and to assess their needs in this context, for participation in locally-organized seminars and short courses on GATT and special missions aimed at helping solve particular problems - 2,380 man/days (1981: 2,380 man/days);

- Experts to serve on dispute-settlement panels at the request of interested contracting parties 70 man/days (1981: 70 man/days);

- Chairman, Textiles Surveillance Body and Textiles Consultant - 720 man/days (1981: 720 man/days);

- Consultants required for the training courses on Commercial Policy - 70 man/days (1981: 70 man/days);

- Professional assistance to the staff of the substantive divisions - 720 man/days (1981: 720 man/days);

(b) SwF 2,751,000 (1981: SwF 2,659,000) to cover salaries payable to staff employed on a temporary basis to supplement the regular staff and to provide assistance in areas of transient very heavy workload, as shown in the Schedule of Temporary Assistance (Appendix II, page 41). It includes an amount of SwF 1,762,000 covering temporary assistance posts with contracts of six months or longer duration to perform tasks which are either relatively temporary by nature or for which it is preferable to maintain flexibility until experience demonstrates an incontestable permanent need. For temporary assistance of shorter duration and of an ad hoc nature an amount of SwF 989,000 has been provided. The estimate takes account of replacement of regular staff temporarily absent from duty. Such replacement, however, is only made if temporary redeployment of staff within the secretariat is not possible. Provision is also made for overtime payments to regular and temporary staff and for payments of accrued annual leave to eligible short-term staff whose salaries are charged against this item.

(iii) Missions - SwF 500,000

(a) Official missions - SwF 350,000

1981 Budget	:	SwF 320,000
1980 Expenditure	:	SwF 344,711
1979 Expenditure	:	SwF 350,428

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, etc. Provision is also made for travel by staff accompanying on study tours the trainees participating in GATT Commercial Policy Training Courses, etc. A provision is also included to enable the Director-General to comply with the terms of Article XXIII and of the MTN agreements in connexion with the establishment of ad hoc panels for the settlement of disputes, at the request of interested contracting parties. A roster of governmental and non-governmental experts is maintained for service on these panels and the provision is intended to cover travel costs and subsistence allowance for experts coming from outside Geneva.

Missions in connexion with pension fund affairs of the representative or alternate representative of the CONTRACTING PARTIES on the ICITO/GATT Pension Committee are also covered by this estimate.

Since 1977 the provision under this heading has remained at the same level and rising costs have been absorbed by restricting travel to an absolutely essential minimum. The increase in the estimate for 1982 only partially reflects the higher air fares which have increased by some 40 per cent since 1977.

(b) Technical co-operation missions - SwF 150,000

1981 Budget	:	SwF 100,000
1980 Expenditure	:	SwF 134,691
1979 Expenditure	:	SwF -

The estimate provides for the payment of travel expenses, subsistence allowances and other incidental expenses relating to missions of experts and consultants or of GATT staff members travelling on technical co-operation missions. These missions are undertaken in response to requests from developing countries to assist them, in their capitals, in assessing which MTN agreements they could usefully sign, as well as for the participation of GATT staff in locally-organized seminars and short courses on GATT and for assisting in the solving of particular problems. The increased estimate is based on anticipated activity of this nature in 1982 and takes account of present trends of expenditure and expected cost increases.

Section 4 - Common Staff Costs ..... SwF 6,577,000

(i) Installation grants - SwF 40,000

1981 Budget	:	SwF 40,000
1980 Expenditure	:	SwF 147,810
1979 Expenditure	:	SwF -

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 thirty days' subsistence allowance (SwF 135 per day) to staff members; in respect of each dependant, payments amount to one-half of such allowance (SwF 67.50 per day) for thirty days.

(ii) Travel and removal expenses of staff and their dependants - SwF 100,000

1981 Budget	:	SwF 100,000
1980 Expenditure	:	SwF 304,241
1979 Expenditure	:	SwF 67,091

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

(iii) Separation payments - SwF 60,000

1981 Budget	:	SwF 60,000
1980 Expenditure	:	SwF 121,268
1979 Expenditure	:	SwF 51,821

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 4,233,000

1981 Budget	:	SwF 3,323,000
1980 Expenditure	:	SwF 3,067,604
1979 Expenditure	:	SwF 2,659,154

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

The basic level of pensionable remuneration is the gross salary rate applicable to the participant's grade and step (Appendices III and V, pages 42 and 44). In the case of staff in the general service category, any personal transitional allowance, non-resident's allowance and language allowance which may be payable to the staff member are to be added to this base pensionable remuneration.

United Nations Staff Rule 103.16(b) provides that, when the weighted average of post adjustment at Headquarters and main Regional Offices of organizations participating in the United Nations Joint Staff Pension Fund has increased by 5 per cent or multiples thereof as from 1 January or 1 July, the level of pensionable remuneration for staff in the Professional and higher categories is to be increased by 5 per cent or multiples thereof from the following 1 April or 1 October respectively. The net result of these movements and the incorporation of post adjustment points approved by the United Nations General Assembly with effect from 1 January 1981 has been to set pensionable remuneration at present, at a level of 17.86 per cent above gross salary.

The principal factors which have caused the increase of SwF 910,000 in the estimate for 1982 are:

		SwF	
(a)	new general service post (telephonist paid by UNHCR)		7,000
(b)	regular salary increments		75,000
(c)	additional participants, regradings, etc.		54,000
(d)	adjustments to pensionable remuneration of staff in the professional and higher categories		
	- effect of fluctuation of US dollar rate from 1981 budget level of SwF 1.74 to SwF 2.07		330,000
	- provisions for WAPA increases in 1982		321,000
(e)	general service salary increases		150,000
(f)	add back 1981 provision for vacant posts, for posts filled at a lower level than provided for in the budget and recruitment of staff not entitled to participation in the Pension Fund	55,000	
	1982 provision for vacant posts and posts filled at a lower level than provided for in the budget and recruitment or staff not entitled to participation in the Pension Fund	(82,000)	(27,000)
			910,000

(v) Repatriation grants - SwF 100,000

1981 Budget	:	SwF 100,000
1980 Expenditure	:	SwF 196,528
1979 Expenditure	:	SwF 87,387

The estimate provides for the payment of repatriation grants on separation to non-locally recruited staff in accordance with the Staff Rules and has been based upon expected repatriation liabilities in 1982.

(vi) Travel on home leave - SwF 315,000

1981 Budget	:	SwF 260,000
1980 Expenditure	:	SwF 155,186
1979 Expenditure	:	SwF 208,826

The estimate covers anticipated travel expenses and subsistence allowances for non-locally recruited staff members and their families eligible for home leave in 1982. The increase reflected in the 1982 provision is due to a greater number of eligible staff, recruitment on a wider geographic basis and higher air fares.

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 1,060,000

(a) Family allowances - SwF 560,000

1981 Budget	:	SwF 521,000
1980 Expenditure	:	SwF 489,267
1979 Expenditure	:	SwF 447,113

The estimate for this sub-item provides for family allowances payable to both professional and general service category staff in accordance with the Staff Rules. The provision is based on current rates applicable to eligible staff and, in the case of staff in the professional category and above, the dollar-based allowances are subject to an exchange rate floor of SwF 2.55/US$1. The estimate has been increased by SwF 39,000 to take account of the statutory increases for staff in the general service category arising from salary scale adjustments effective retroactively from 1 March 1980 and not provided for in the 1980 and 1981 budgets.

(b) Education grants and related travel - SwF 500,000

1981 Budget	:	SwF 296,000
1980 Expenditure	:	SwF 276,937
1979 Expenditure	:	SwF 232,571

The estimate provides for the education grants and related travel costs payable to non-locally recruited staff members under the Staff Rules. The dollar-based allowances are subject to an exchange-rate floor of SwF 2.44/US$1. The increased provision takes account of the higher maximum level approved by the United Nations General Assembly with effect from 1980-1981 school year and the greater number of grants payable.

(viii) Joint Services - SwF 165,000

1981 Budget	:	SwF 130,000
1980 Expenditure	:	SwF 126,039
1979 Expenditure	:	SwF 91,292

The estimate provides for GATT's share in the cost of the Joint Medical Service, the CCAQ Staff Office and the International Civil Service Commission. It also covers GATT's share in the cost of language courses organized by the United Nations. The increased provision for these services is based upon the provisional budgets established by the relevant United Nations bodies which reflect higher costs.

(ix) Other common staff costs - SwF 504,000

1981 Budget	:	SwF 374,000
1980 Expenditure	:	SwF 366,987
1979 Expenditure	:	SwF 335,851

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 takes account of the higher rates of insurance payable with effect from 1 May 1981 and a higher number of eligible staff participating in the scheme.

Section 5 - Common Services ..... SwF 4,497,000

(i) Cables, telex and telephone communications - SwF 100,000

1981 Budget	:	SwF 75,000
1980 Expenditure	:	SwF 81,200
1979 Expenditure	:	SwF 71,084

The estimate provides for the cost of official cables and local and international telex and telephone communications and has been increased to take account of recent trends of expenditure.

(ii) Freight and cartage - SwF 14,000

1981 Budget	:	SwF 7,000
1980 Expenditure	:	SwF 13,993
1979 Expenditure	:	SwF 14,088

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. It has been increased to take account of recent trends of expenditure and increased costs.

(iii) Books and information material - SwF 91,000

1981 Budget	:	SwF 86,000
1980 Expenditure	:	SwF 73,184
1979 Expenditure	:	SwF 64,189

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 and for the purchase of dictionaries and of documentation on microfiches from other organizations. The higher estimate takes account of current requirements and of increased costs.

(iv) Rental and maintenance of premises and equipment - SwF 2,636,000

The details are as follows:

	1980 Expenditure SwF	1981 Budget SwF	1982 Estimates SwF
(a) Rent	1,292,512	1,300,000	1,280,000
The estimate provides for the rent of GATT headquarters at Centre William Rappard. Its level is fixed on the basis of FIPOI's total investment in the building. Provision is also included to cover the rent of car parks and a contribution towards the maintenance costs of the surrounding gardens. A redistribution of the charges relating to the parking space between GATT and HCR has resulted in a reduction of SwF 20,000 in the amount payable by GATT.			
(b) Electricity	112,660	120,000	120,000
The estimate provides for the cost of electricity for the GATT premises.			
(c) Water supply	7,075	10,000	8,000
The estimate provides for the cost of the water supply for the GATT premises. The decrease of SwF 2,000 over the provision for 1981 takes account of present trends of expenditure.			
(d) Heating	77,132	130,000	100,000
Fuel 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 reduced 1982 provision, which is based on expected consumption at the GATT headquarters building, takes into account current fuel prices and expected economies resulting from window-insulation work carried out in 1981.			

	1980 Expenditure SwF	1981 Budget SwF	1982 Estimates SwF
(e) Telephone and telex (rental)	123,486	130,000	130,000
The estimate provides for the rental of telephone installations, including a switchboard and a telex installation. The estimate has been calculated at current rates payable in Geneva for rental of such installations.			
(f) Insurance premiums	109,670	120,000	120,000
The estimate provides for 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.			
(g) Maintenance expenditure	334,317	323,000	340,000
The estimate covers continuing charges for maintenance and repairs to GATT premises and office equipment.			
(h) Contractual cleaning	502,834	510,000	525,000
The estimate provides for the contractual cleaning of the GATT premises. The increased provision only partially reflects the higher cost of the services as some of it has been absorbed by reducing the extent of the services provided.			
(i) Maintenance of service cars	9,708	13,000	13,000
The estimate provides for the maintenance and repairs, including petrol and oil, of service cars.			
	2,569,394	2,656,000	2,636,000

(v) Postal services - SwF 320,000

1981 Budget	:	SwF 320,000
1980 Expenditure	:	SwF 295,359
1979 Expenditure	:	SwF 237,255

The estimate provides for the cost of postage on correspondence, documents and GATT publications, through the secretariat's own mailing service.

(vi) Stationery and office supplies - SwF 120,000

1981 Budget	:	SwF 110,000
1980 Expenditure	:	SwF 132,662
1979 Expenditure	:	SwF 96,838

The estimate provides for the purchase of stationery and other general office supplies. The increased provision reflects the increased cost of such material.

(vii) Reproduction of documents - SwF 560,000

1981 Budget	:	SwF 500,000
1980 Expenditure	:	SwF 458,152
1979 Expenditure	:	SwF 376,632

The estimate provides for the cost of reproduction (inclusive of paper) of GATT documents as well as material for reproduction and photocopying. The increase of the estimate by SwF 60,000 as compared with the 1981 budget is due to the rental payable for additional, more sophisticated reproduction machinery needed to cope with the continuing extremely high number of documents to be reproduced for the various committees, including those administering the new multilateral agreements, and in response to requests from delegations. Every effort is made by the secretariat to maintain costs at an absolute minimum and a modest increase in the provision for reproduction machinery enables considerable economies in manpower and other document processing costs.

(viii) External audit - SwF 56,000

1981 Budget	:	SwF 52,000
1980 Expenditure	:	SwF 56,468
1979 Expenditure	:	SwF 35,925

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 1981 accounts.

(ix) Other services and miscellaneous expenditure - SwF 600,000

1981 Budget	:	SwF 485,000
1980 Expenditure	:	SwF 416,549
1979 Expenditure	:	SwF 406,647

The estimate provides for miscellaneous expenditure as follows:

	SwF
(a) Electronic Data Processing:	
Computer use, rental of terminals, cost of magnetic tapes, discs, paper, soft-ware packages, etc. (1981: SwF 280,000)	280,000
(b) Rental/purchase of accounting machine, special magnetic data-storage text processing machines and replacement addressograph (1981: SwF 190,000). The increase of SwF 115,000 over 1981 is accounted for by provisions for additional text-processing machinery in line with the general policy of improving efficiency in order to achieve economies in document processing costs and for the preparation of texts for printing. It also includes for the first time in 1982 provision for the replacement of GATT's addressograph on a rental/purchase basis.	305,000
(c) Contribution to the United Nations common purchase service, rental of stamp distributor, bank charges, fees for issuance of visas, laissez-passer and passports, etc. (1981: SwF 15,000)	15,000
	600,000

Section 6 - Printing ..... SwF 400,000

1981 Budget	:	SwF 485,000
1980 Expenditure	:	SwF 361,231
1979 Expenditure	:	SwF 275,629

The estimate, which takes into account the lowest quotations presently offered by the printing firms, provides for the printing cost (inclusive of paper) of the following publications, based on the expected number of pages to be reproduced. Anticipated economies resulting from the use of text-processing machines for the preparation of texts for printing have been taken into consideration.

	SwF
BISD - Twenty-Eighth Supplement (EFS)[1]	65,000
International Trade 1981/82 (EFS)	50,000
Status of Legal Instruments of the GATT (EF)	15,000
GATT Activities in 1981 (EFS)	15,000
Study in International Trade (EFS)	15,000
GATT Bulletin - FOCUS (EFS)	40,000
Loose-leaf system of Tariff Schedules	90,000
Printing paper, reprints, information papers, protocols of accession, miscellaneous legal instruments, binding of documents, etc.	95,000
Various bulletins (GATT What it is; List of Publications, etc.)	15,000
	400,000

Section 7 - Representation and Hospitality ..... SwF 105,000

1981 Budget	:	SwF 102,000
1980 Expenditure	:	SwF 88,639
1979 Expenditure	:	SwF 81,553

The estimate under this section provides for the following:

[1] E = English text F = French text S = Spanish text

(a) SwF 50,000 payable to the Director-General in respect of representation allowance;

(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 35,000 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. In view of the special nature of their duties, certain senior officials, including the Chairman, Textiles Surveillance Body (Assistant Director-General) and the Assistant Director-General, obtain full reimbursement. The credit 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.

The additional amount of SwF 3,000 proposed for official hospitality results from the upward revision of official rates of reimbursement.

Section 8 - Public Information ..... SwF 5,000

1981 Budget	:	SwF 5,000
1980 Expenditure	:	SwF 2,040
1979 Expenditure	:	SwF 2,185

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 9 - Permanent Equipment ..... SwF 175,000

1981 Budget	:	SwF 168,000
1980 Expenditure	:	SwF 179,972
1979 Expenditure	:	SwF 349,617

The estimate of SwF 175,000 provides for replacements of the following equipment:

	SwF
Office furniture	85,000
Sound recorders	5,000
Calculating machines	5,000
Electric typewriters	25,000
Documents reproduction equipment	5,000
Miscellaneous	50,000
	175,000

In accordance with the secretariat's long-term policy of improving efficiency and limiting man-power requirements for the execution of an expanding workload, some items of traditional furniture are being replaced at the end of their useful life by rationalized furniture specifically designed for maximum efficiency in particular applications, such as text-processing, thus leading to economies under other budgetary headings.

Section 10 - Contribution to the Staff Assistance Fund .... SwF 40,000

1981 Budget : SwF 20,000
1980 Expenditure : SwF 20,000
1979 Expenditure : SwF 20,000

The provision under this section is to enable the Director-General to pay into the Staff Assistance Fund an amount of SwF 40,000.

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 1982 has been increased in view of the particular effect that rising costs coupled with monetary fluctuations continue to have on pensions of retired staff members or their dependants.

PART III: UNFORESEEN EXPENDITURE

Section 11 - Unforeseen Expenditure ..... SwF 200,000

1981 Budget	:	SwF 200,000
1980 Expenditure	:	SwF 200,000
1979 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) credits have been included under this heading since 1967 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 is not 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: COMMERCIAL POLICY TRAINING COURSES

Section 12 - Commercial Policy Training Courses ..... SwF 580,000

1981 Budget	:	SwF 560,000
1980 Expenditure	:	SwF 532,827
1979 Expenditure	:	SwF 527,295

Since 1955, GATT has organized courses in commercial policy twice a year at Geneva for English-speaking and French-speaking participants respectively. The courses are open to officials from all developing countries who have, or may have in the future, responsibilities in the formulation and conduct of foreign trade policy in their countries.

The financing of these courses was provided until 1975 entirely by UNDP. However, due to financial restraints, UNDP was unable to provide full financing in 1976 and again in 1978 and amounts were therefore provided from the GATT budget and from voluntary contributions. In view of UNDP's decision to finance the courses as from 1979 from country programming funds rather than as previously from inter-regional projects, which could have led to a deterioration in the high standards of quality and the balanced selection of candidates for the courses, their financing has been assumed entirely by GATT with effect from 1979.

The programme for 1982 comprises two regular courses, each for twenty trainees to be financed by GATT and a five-week special course, to be financed by the Swiss Government, for twenty-four trainees from Spanish-speaking developing countries. The cost of the GATT-financed courses is estimated as follows:

	Each course SwF	Total for two courses SwF
Subsistence allowance	195,000	390,000
Travel	90,000	180,000
Miscellaneous	5,000	10,000
	290,000	580,000

PART V: INTERNATIONAL TRADE CENTRE UNCTAD/GATT

Section 13 - Contribution to the International Trade Centre UNCTAD/GATT ..... SwF 7,886,000

1981 Budget : SwF 7,403,000

1980 Expenditure : SwF 7,353,600

1979 Expenditure : SwF 7,208,839

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 estimates of expenditure of the International Trade Centre for the biennium 1982-1983 amount to US$19,256,700 (1982: US$9,433,200; 1983: US$9,823,500). Miscellaneous income is estimated at US$375,900 (1982: US$187,800; 1983: US$188,100) and a transfer to be made from surplus to the 1982 budget amounts to US$22,200. The accounting rate used for the preparation of the budget was SwF 1.71/US$1. The net amount to be provided for equally in the budgets of GATT and the United Nations for 1982 is US$9,223,200, representing a GATT share of SwF 7,886,000 at the rate of SwF 1.71/US$1.

At its meeting in May 1981, the GATT Committee on Budget, Finance and Administration took cognizance of the Centre's 1982-1983 budget and decided to revert to its examination at the Committee's meeting in October 1981 (document L/5150, paragraphs 35 and 36).

ANNEX D

INCOME BUDGET ESTIMATES FOR 1982

Summary

1. It is proposed that the 1982 budget be financed as follows:

		SwF
(a)	Contribution assessed on contracting parties	44,900,000
(b)	Miscellaneous income	1,015,264
(c)	Transfer from the 1980 Surplus	95,736
		46,011,000

Contribution assessed on contracting parties

2. On the basis of the proposed expenditure budget for 1982 an amount of SwF 44,900,000 is to be assessed on the contracting parties in the form of contributions. The draft scale of contributions for 1982, which is reproduced in Appendix VI, is based on the foreign trade figures of the last three available years (1978-1980). In accordance with the Decision 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 1,015,264 for 1982 compared with an amount of SwF 1,014,673 for 1981. The details are as follows:

		1979 Actual SwF	1980 Actual SwF	1981 Budget SwF	1982 Estimates SwF
(a)	Interest on investment	145,540	525,925	300,000	250,000
(b)	Sale of publications	113,793	120,018	150,000	150,000
(c)	Profit or loss on exchange	(24,884)	(58,373)	-	-
(d)	Savings on previous year's outstanding obligations	204,622	153,396	50,000	40,000
(e)	Refund of the Organization's contribution to the United Nations Joint Staff Pension Fund in respect of participant withdrawals	39,889	83,596	40,000	20,000

	1979 Actual SwF	1980 Actual SwF	1981 Budget SwF	1982 Estimates SwF
(f) Refund of staff costs for staff employed at Centre William Rappard on behalf of other occupants	325,238	367,602	395,000	490,000
(g) Overhead for special training courses	-	62,072	-	35,000
(h) Rental of meeting rooms and office space at Centre William Rappard to others	11,050	10,950	15,000	11,000
(i) Miscellaneous	73,672	84,191	64,673	19,264
	888,920	1,349,377	1,014,673	1,015,264

4. The estimate for 1982 income on investments is based upon the anticipated level of interest rates on the funds to be available for investment on short-term Swiss franc deposit accounts, taking into account the fact that interests earned on Working Capital Fund deposits are to be credited to the Fund from 1 January 1982 in accordance with the recommendation of the Committee on Budget, Finance and Administration (document L/5150, paragraph 23).

5. The provision of SwF 490,000 under item (f) - Refund of staff costs - represents the refund by the Office of the United Nations High Commissioner for Refugees, one of the other occupants of the Centre William Rappard, in respect of its share of the cost of security staff and telephonists payrolled by GATT. The increase of SwF 95,000 over 1981 includes the cost of the new post of telephonist, G.3, proposed in view of HCR's expansion and consequent heavier use of telephonic services. The total 1982 establishment for these services will thus be eight guards and eight telephonists, of which the cost of three guards and five telephonists will be recuperated from HCR.

APPENDIX I

ANALYSIS OF INCREASES OF 1982 ESTIMATES OVER 1981 APPROPRIATIONS

Section		1981 appropriations	Increased cost of maintaining 1981 level	Additional staff requirements for 1982	Other real growth/ (decrease) for 1982	Increase in reimbursable cost for 1982	Increased cost of International Trade Centre for 1982	Total increase/ (decrease)	Total 1982 estimate
1	Thirty-Eighth Session of the CONTRACTING PARTIES	20,000	-	-	-	-	-	-	20,000
2	Meetings of the Council and other meetings	151,000	-	-	-	-	-	-	151,000
3	Salaries and wages and official missions	23,255,000	2,043,000	-	40,000	37,000	-	2,120,000	25,375,000
4	Common staff costs	5,204,000	1,365,500	-	-	7,500	-	1,373,000	6,577,000
5	Common services	4,291,000	206,000	-	-	-	-	206,000	4,497,000
6	Printing	485,000	(25,000)	-	(60,000)	-	-	(85,000)	400,000
7	Representation and hospitality	102,000	3,000	-	-	-	-	3,000	105,000
8	Public information	5,000	-	-	-	-	-	-	5,000
9	Permanent equipment	168,000	7,000	-	-	-	-	7,000	175,000
10	Contribution to Staff Assistance Fund	20,000	-	-	20,000	-	-	20,000	40,000
11	Unforeseen expenditure	200,000	-	-	-	-	-	-	200,000
12	Commercial Policy Training Courses	560,000	20,000	-	-	-	-	20,000	580,000
	SUB-TOTAL	34,461,000	3,619,500	-	-	44,500	-	3,664,000	38,125,000
13	Contribution to the International Trade Centre UNCTAD/GATT	7,403,000	-	-	-	-	483,000	483,000	7,886,000
	TOTAL	41,864,000	3,619,500	-	-	44,500	483,000	4,147,000	46,011,000
	Percentage	100.00	8.65	-	-	0.11	1.15	9.91	

APPENDIX II

SCHEDULE OF TEMPORARY ASSISTANCE

	1981 Budget		Consolidation of temporary assistance into established posts in 1982		Increased/ (decreased) cost of maintaining 1981 level	Additional requirements/ (decreases) for 1982		Total 1982 estimate	
	Man/days	SwF	Man/days	SwF	SwF	Man/days	SwF	Man/days	SwF
Consultants and Professional Assistance	3,960	990,000	-	-	119,000	-	-	3,960	1,109,000
Others -									
Revisers, translators	3,080	692,000	-	-	159,000	-	-	3,080	851,000
Stenographic and Typing Section	6,300	720,000	(360)	(34,000)	56,000	-	-	5,940	742,000
Secretaries, clerks, typists	6,060	680,000	(1,080)	(125,000)	61,000	-	-	4,980	616,000
Roneo clerks	2,080	180,000	(720)	(64,000)	14,000	-	-	1,360	130,000
Messengers, guards, manual workers	2,340	235,000	-	-	25,000	-	-	2,340	260,000
Editors, proof-readers	-	32,000	-	-	-	-	-	-	32,000
Overtime	-	120,000	-	-	-	-	-	-	120,000
Total others	19,860	2,659,000	(2,160)	(223,000)	315,000	-	-	17,700	2,751,000
GRAND TOTAL	23,820	3,649,000	(2,160)	(223,000)	434,000	-	-	21,660	3,860,000

APPENDIX III

SALARY SCALES FOR THE PROFESSIONAL CATEGORY AND ABOVE SHOWING ANNUAL GROSS AND NET SALARIES AFTER APPLICATION OF STAFF ASSESSMENT EFFECTIVE 1 JANUARY 1981

(in US dollars)

Step		Grade							
		P.1	P.2	P.3	P.4	P.5	D.1	D.2	Ungraded
I	Gross	18,200	24,233	30,518	38,167	48,661	55,919	67,009	85,864 1/
	Net-D	15,166	19,195	23,104	27,612	33,318	36,939	42,172	50,525
	-S	14,304	18,027	21,600	25,672	30,776	33,998	38,627	46,042
II	Gross	18,964	25,097	31,589	39,398	50,086	57,732	68,931	98,132 2/
	Net-D	15,693	19,739	23,757	28,301	34,041	37,809	43,052	55,637
	-S	14,793	18,527	22,193	26,288	31,420	34,768	39,407	50,497
III	Gross	19,740	25,967	32,648	40,630	51,495	59,531	70,908	126,400 3/
	Net-D	16,229	20,287	24,403	28,991	34,746	38,673	43,942	66,817
	-S	15,290	19,031	22,778	26,906	32,047	35,533	40,200	60,177
IV	Gross	20,516	26,832	33,713	41,862	52,856	61,342	72,927	
	Net-D	16,749	20,832	25,032	29,681	35,426	39,537	44,850	
	-S	15,770	19,532	23,346	27,523	32,653	36,298	41,010	
V	Gross	21,318	27,706	34,814	43,101	54,218	63,193		
	Net-D	17,278	21,383	25,670	30,372	36,107	40,398		
	-S	16,259	20,038	23,922	28,141	33,259	37,058		
VI	Gross	22,120	28,589	35,939	44,367	55,605	64,998		
	Net-D	17,807	21,927	26,323	31,043	36,788	41,237		
	-S	16,747	20,534	24,510	28,741	33,864	37,800		
VII	Gross	22,935	29,492	37,055	45,627	57,005	66,755		
	Net-D	18,345	22,478	26,970	31,710	37,460	42,054		
	-S	17,243	21,033	25,094	29,338	34,459	38,522		
VIII	Gross	23,724	30,387	38,157	46,887	58,405			
	Net-D	18,866	23,024	27,606	32,378	38,132			
	-S	17,724	21,528	25,667	29,935	35,054			
IX	Gross	24,513	31,285	39,202	48,211	59,818			
	Net-D	19,371	23,572	28,191	33,080	38,811			
	-S	18,189	22,025	26,190	30,563	35,655			
X	Gross	25,285	32,184	40,237	49,547	61,231			
	Net-D	19,858	24,120	28,771	33,772	39,485			
	-S	18,636	22,522	26,709	31,180	36,252			
XI	Gross		33,078	41,282	50,884				
	Net-D		24,663	29,356	34,440				
	-S		23,014	27,232	31,775				
XII	Gross			42,315	52,173				
	Net-D			29,934	35,085				
	-S			27,750	32,349				
XIII	Gross			43,375					
	Net-D			30,517					
	-S			28,271					

Notes: D = Rate of net salary applicable to staff members with a dependent spouse or child.
S = Rate of net salary applicable to staff members with no dependent spouse or child.

1/ ADG 2/ DDG 3/ DG

APPENDIX IV

SCHEDULE OF POST ADJUSTMENTS (AMOUNT PER INDEX POINT) EFFECTIVE 1 JANUARY 1981

(in US dollars)

Step		Grade							
		P.1	P.2	P.3	P.4	P.5	D.1	D.2	Ungraded
I	D	135.08	169.42	203.93	242,89	289.79	315.32	347.25	416.77 1/
	S	126.91	159.05	190.21	225.65	267.75	290.33	318.40	379.37
II	D	139.65	174.53	209.79	248.36	294.25	320.80	354.80	458.90 2/
	S	131.23	163.32	195.56	230.61	271.75	295.35	324.91	416.30
III	D	144.18	179.03	215.03	253.86	298.49	325.96	362.31	550.00 3/
	S	135.53	167.60	200.31	235.60	275.52	299.78	331.73	496.00
IV	D	148.74	183.88	220.02	259.02	302.78	331.42	369.82	
	S	139.84	171.92	204.77	240.30	279.31	304.49	338.24	
V	D	153.30	188.67	225.58	265.11	307.64	336.61		
	S	144.16	176.50	209.84	245.58	283.70	308.95		
VI	D	157.84	193.50	231.16	269.72	311.64	342.16		
	S	148.19	180.81	214.89	249.72	286.94	313.76		
VII	D	162.69	198.32	237.00	274.34	316.55	347.44		
	S	152.50	185.11	220.26	253.83	291.36	318.56		
VIII	D	166.66	202.84	242.60	278.97	321.16			
	S	156.24	189.40	225.35	257.96	295.46			
IX	D	170.94	207.66	247.34	283.81	325.73			
	S	160.29	193.72	229.59	262.35	299.28			
X	D	175.22	212.49	251.80	289.93	330.02			
	S	164.03	198.00	233.54	267.64	303.39			
XI	D		217.00	256.53	295.70				
	S		202.30	238.06	272.98				
XII	D			260.99	301.26				
	S			242.00	278.03				
XIII	D			266.06					
	S			246.59					

Notes: For each index point by which the cost of living at the duty station is above the base level, the amounts of post adjustment shall be added to base salaries of professional category staff and above, subject to an increase of 5 per cent over the previous index level.

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.

1/ ADG 2/ DDG 3/ DG

APPENDIX V

SALARY SCALES FOR GENERAL SERVICE CATEGORY SHOWING ANNUAL GROSS AND NET SALARIES AFTER APPLICATION OF STAFF ASSESSMENT EFFECTIVE 1 MARCH 1981

(in Swiss francs)

Step		Grade						
		G.1	G.2	G.3	G.4	G.5	G.6	G.7
I	Gross	35,441	38,737	42,354	47,151	52,531	58,816	66,139
	Net	28,112	30,353	32,813	35,986	39,483	43,436	47,930
II	Gross	36,763	40,165	43,900	48,923	54,542	61,198	68,902
	Net	29,011	31,324	33,864	37,138	40,786	44,913	49,560
III	Gross	38,085	41,593	45,503	50,695	56,644	63,581	71,664
	Net	29,910	32,295	34,915	38,290	42,089	46,390	51,190
IV	Gross	39,407	43,021	47,120	52,468	58,745	66,032	74,427
	Net	30,809	33,266	35,966	39,442	43,392	47,867	52,820
V	Gross	40,729	44,460	48,737	54,240	60,847	68,536	77,190
	Net	31,708	34,237	37,017	40,594	44,695	49,344	54,450
VI	Gross	42,051	45,954	50,354	56,090	62,948	71,039	80,014
	Net	32,607	35,208	38,068	41,746	45,998	50,821	56,080
VII	Gross	43,374	47,448	51,971	57,948	65,073	73,542	82,874
	Net	33,506	36,179	39,119	42,898	47,301	52,298	57,710
VIII	Gross	44,718	48,942	53,588	59,806	67,281	76,045	85,733
	Net	34,405	37,150	40,170	44,050	48,604	53,775	59,340
IX	Gross	46,102	50,435	55,244	61,665	69,490	78,561	88,593
	Net	35,304	38,121	41,221	45,202	49,907	55,252	60,970
X	Gross	47,485	51,929	56,939	63,523	71,698	81,153	91,453
	Net	36,203	39,092	42,272	46,354	51,210	56,729	62,600
XI	Gross	48,868	53,423	58,634	65,420	73,907	83,744	94,312
	Net	37,102	40,063	43,323	47,506	52,513	58,206	64,230

APPENDIX VI

DRAFT SCALE OF CONTRIBUTIONS FOR 1982

(0.12% minimum)

Country	Percentage	1982 Contributions SwF	1981 Contributions SwF
Contracting Parties			
Argentina	0.41	184,090	153,520
Australia	1.31	588,190	537,320
Austria	1.25	561,250	505,000
Bangladesh	0.12	53,880	48,480
Barbados	0.12	53,880	48,480
Belgium	3.77	1,692,730	1,523,080
Benin	0.12	53,880	48,480
Brazil	1.27	570,230	505,000
Burma	0.12	53,880	48,480
Burundi	0.12	53,880	48,480
Cameroon	0.12	53,880	48,480
Canada	4.02	1,804,980	1,692,760
Central African Republic	0.12	53,880	48,480
Chad	0.12	53,880	48,480
Chile	0.28	125,720	105,040
Congo, People's Republic of	0.12	53,880	48,480
Cuba	0.29	130,210	141,400
Cyprus	0.12	53,880	48,480
Czechoslovakia	1.01	453,490	436,320
Denmark	1.14	511,860	480,760
Dominican Republic	0.12	53,880	48,480
Egypt, Arab Republic of	0.24	107,760	117,160
Finland	0.81	363,690	311,080
France	7.43	3,336,070	2,945,160
Gabon	0.12	53,880	48,480
Gambia	0.12	53,880	48,480
Germany, Federal Republic of	11.54	5,181,460	4,678,320
Ghana	0.12	53,880	48,480
Greece	0.41	184,090	197,960
Guyana	0.12	53,880	48,480
Haiti	0.12	53,880	48,480
Hungary	0.58	260,420	246,440
Iceland	0.12	53,880	48,480
India	0.58	260,420	250,480

Country	Percentage	1982 Contributions SwF	1981 Contributions SwF
Indonesia	0.69	309,810	335,320
Ireland	0.59	264,910	226,240
Israel	0.42	188,580	173,720
Italy	5.20	2,334,800	2,044,240
Ivory Coast	0.16	71,840	72,720
Jamaica	0.12	53,880	48,480
Japan	7.82	3,511,180	3,114,840
Kenya	0.12	53,880	48,480
Korea, Republic of	1.22	547,780	480,760
Kuwait	0.78	350,220	303,000
Luxembourg	0.33	148,170	133,320
Madagascar	0.12	53,880	48,480
Malawi	0.12	53,880	48,480
Malaysia	0.66	296,340	189,880
Malta	0.12	53,880	48,480
Mauritania	0.12	53,880	48,480
Mauritius	0.12	53,880	48,480
Netherlands, Kingdom of the	4.78	2,146,220	1,967,480
New Zealand	0.32	143,680	133,320
Nicaragua	0.12	53,880	48,480
Niger	0.12	53,880	48,480
Nigeria	1.12	502,880	424,200
Norway	1.00	449,000	408,040
Pakistan	0.22	98,780	80,800
Peru	0.15	67,350	76,760
Philippines	0.40	179,600	153,520
Poland	1.23	552,270	545,400
Portugal	0.31	139,190	149,480
Romania	0.64	287,360	311,080
Rwanda	0.12	53,880	48,480
Senegal	0.12	53,880	48,480
Sierra Leone	0.12	53,880	48,480
Singapore	0.80	359,200	286,840
South Africa	0.64	287,360	234,320
Spain	1.54	691,460	593,880
Sri Lanka	0.12	53,880	48,480
Suriname	0.12	53,880	48,480
Sweden	1.93	866,570	791,840
Switzerland	2.00	898,000	795,880
Tanzania	0.12	53,880	48,480
Togo	0.12	53,880	48,480
Trinidad and Tobago	0.19	85,310	68,680
Turkey	0.26	116,740	125,240
Uganda	0.12	53,880	48,480

Country	Percentage	1982 Contributions SwF	1981 Contributions SwF
United Kingdom of Great Britain and Northern Ireland	8.12	3,645,880	3,171,400
United States of America	14.35	6,443,150	5,837,800
Upper Volta	0.12	53,880	48,480
Uruguay	0.12	53,880	48,480
Yugoslavia	0.70	314,300	286,840
Zaire	0.12	53,880	48,480
Zimbabwe	0.12	53,880	48,480
Associated Governments			
Colombia	0.25	112,250	105,040
Kampuchea, Democratic	0.12	53,880	48,480
Tunisia	0.16	71,840	60,600
	100.00	44,900,000	40,400,000