

GENERAL AGREEMENT ON TARIFFS AND TRADE

RESTRICTED

L/2184
13 March 1964

Limited Distribution

CONTRACTING PARTIES
Twenty-first Session

ADMINISTRATIVE AND FINANCIAL QUESTIONS

Establishment of Trade Information and Trade Promotion Advisory Service

Note by the Executive Secretary

1. In its last report (document L/2181) Committee III has elaborated proposals concerning the establishment of a Trade Information and Trade Promotion Advisory Service. This report is to be submitted to the CONTRACTING PARTIES at the current session. The present note deals with the administrative, personnel and financial aspects of the matter, assuming that the CONTRACTING PARTIES will adopt the proposals contained in the report of Committee III.
2. Normally this matter would have been submitted in the first instance to the Committee on Budget, Finance and Administration. However, as the matter will in any case come before the Committee on Budget, Finance and Administration at its next meeting, when it examines the Executive Secretary's 1965 budget proposals, the Executive Secretary, for practical reasons, is submitting the present proposals directly to the CONTRACTING PARTIES.
3. In order to provide the services recommended by Committee III (document L/2181) and assuming that these would start around the middle of 1964, it is estimated that additional expenditure totalling \$39,859 would need to be charged to the 1964 budget. It should be noted that this amount includes provision for non-recurring expenditure of \$8,607, namely for installation grants (\$2,437), travel and removal expenses of staff and their dependants (\$3,800), and permanent equipment (\$2,370).
4. The additional expenditure for 1964 estimated at \$39,859 concerns the following items of the budget:

Part II: SecretariatSection 1 - Salaries and Wages and Official Travel(i) Established posts - \$18,308

This amount is to cover payment of salaries and post adjustment to the incumbents of the following proposed new posts, for periods of four or six months:

Trade Information and Trade Promotion Advisory Service

1 Chief of Service	P4/P5
1 Economic Affairs Officer	P2
1 Economic Affairs Officer	P1/P2
1 Administrative Assistant	G6
1 Stenographer	G3/G4

Language Division

1 Translator	P2/P3
--------------	-------

Administrative and Financial Division

1 Stenographer (Spanish)	G3
--------------------------	----

Section 2 - Common Staff Costs

The estimates for common staff costs in connexion with the seven proposed new posts are as follows:

- (i) Installation grants - \$2,437
- (ii) Travel and removal expenses of staff and their dependants - \$3,800
- (iv) Contributions to the UN Joint Staff Pension Fund - \$1,633
- (vii)(a) Family allowances - \$1,216
- (ix) Other common staff costs - \$315

Section 3 - Common Services

- (iii) Books and information material - \$200

The amount is to cover the purchase of additional books and periodicals required as sources of information and reference material.

(v) Postal services - \$500

The amount of \$500 is to cover additional expenditure in connexion with the correspondence answering service and the despatch of publications.

(vii) Reproduction and distribution of documents - \$860

The estimate of \$860 is to cover expenditure in connexion with the first two issues of the International Trade News Bulletin, which it is proposed to reproduce in roneoed form.

Section 4 - Printing - \$8,220

The estimate of \$8,220 is to cover the cost of printing and paper for a register of sources of trade information (tri-lingual - English, French and Spanish) to be issued as a loose-leaf binder. It also provides for the cost of printing the cover pages of the first two roneoed issues of the International Trade News Bulletin, as well as the third issue of the Bulletin to be reproduced in offset in English, French and Spanish.

Section 6 - Permanent equipment - \$2,370

The amount is to cover the purchase of additional furniture and equipment, such as desks, chairs, typewriters, filing cabinets, etc.

5. The CONTRACTING PARTIES are invited to approve the establishment of the posts listed in paragraph 4 above and the resulting expenditure to Part II Section 1(i) of the 1964 budget. They are also requested to approve the additional expenditure to Section 2(i), (ii), (iv), (vii)(a), (ix), Section 3(iii), (v), (vii), Section 4 and Section 6.

6. The Executive Secretary proposes that the total additional cost to the 1964 budget, estimated at \$39,859, be financed from savings within the appropriate sections of the budget or by transfer from some other budgetary item.

In the event that this should prove impossible, the Executive Secretary proposes to have recourse to the Working Capital Fund under the provisions of paragraph 5(c) of the Resolution of 22 November 1958 governing the use of this fund, and subject to the usual procedure for reimbursement.

Points for Decision: Paragraphs 5 and 6.