Committee on Budget,
Finance and Administration

ADMINISTRATIVE AND FINANCIAL QUESTIONS

Reproduction, Distribution and Mailing Services

Note by the Director-General

1. In its report of 9 October 1964 (document L/2269, paragraph 17) the Committee on Budget, Finance and Administration proposed "that the Council recommend to the CONTRACTING PARTIES that the Executive Secretary be requested to examine the possibility of providing for independent GATT mailing and distribution services, including financial implications, and to report to the Committee at its next year's meeting".

2. As requested, the Director-General has examined the matter referred to in paragraph 1 above and has taken the opportunity of examining at the same time a possible expansion of the secretariat's reproduction services.

Distribution and mailing

3. The United Nations mailing and distribution services, which so far have been handling distribution of GATT documents, dispose of a staff counting one Professional and thirty-five General Service staff members. Floor space amounting to 650 sq. metres, not including the approximate 30 km. of shelvings (30,000 linear metres) for storage of documents, is at the disposal of the Service. In addition the Service is using equipment such as:

- Full addressograph equipment
- Package tying machines
- Tapeshooters
- Trolleys and servirboys, electric tractors and trailers
- Scales, franking machines
- Pigeon holes for automatic distribution, etc.

Distribution of documents is handled for the United Nations, WHO, GATT, ICEM, etc. The Service operates as follows: Once reproduced, the documents received in distribution either from internal reproduction or from outside printers are distributed according to instructions as indicated on the control form accompanying them. The actual distribution is carried out either by means of addressograph lists or a system of pigeon holes on which all indications as to address, number of copies and languages are to be found. When ready for despatch in either envelopes, cartons or packages, the documents are taken to the mail room where they are weighed, franked and registered. Documents destined for Geneva-based delegations are collected by delegates themselves or by delegation drivers. Documents with outside destinations go directly to the Federal post office in the Palais des Nations. All remaining copies after distribution to secretariat, meeting rooms and outside mailing are stored on shelves in the warehouse.

4. During the year 1964, 1,228,350 copies of GATT documents were distributed by the United Nations of which roughly 260,950 in conference rooms and the secretariat, 213,000 in Geneva, while 754,400 were mailed to destinations outside Geneva. Appendix 1 shows fluctuations of monthly distribution figures for the period January 1963 to June 1965.

5. In order to handle the distribution and mailing of documents itself the secretariat would need a minimum of:

(i) **floor space:** 200m$^2$ working area, plus 5,000 linear metres of shelving (storage area)

(ii) **staff:** 10 clerks

(iii) **machines:**
(a) addressograph 1 graphotype 1 printer
(b) 1 package tying machine
(c) tapeshooters
(d) 4 trolleys
(e) 2 scales
(f) 1 franking machine
(g) 800 pigeon holes

Not having a post office on the premises, mailbags would have to be taken to one of the Geneva post offices, involving the services of at least one additional driver as well as an additional car. Comparative cost figures are shown in Appendix 2.

Reproduction

6. The reproduction of GATT documents takes place either at the Palais by the United Nations Reproduction Services, or directly by the GATT Reproduction Section. The mimeograph process is used for all documents. Outside printing and offset reproduction are used exclusively for certain publications and are left out of consideration for the purpose of this note.

7. Appendix 3 shows the total yearly output over the last five years listing separately documents produced at the United Nations and by the secretariat.

8. It will be noted that the secretariat output has steadily risen as the service was built up in men and machines. It now has three staff members, three electric mimeograph machines and one automatic assembling machine.

9. It should be emphasized that the reproduction process is not evenly spread over the year and it is particularly during sessions of the CONTRACTING PARTIES and other important meetings that peaks occur (Appendix 4), necessitating the reproduction sometimes of as much as 300,000 page impressions per day. In order to meet such outsize demands the United Nations Reproduction Services frequently assign as many as thirty staff to one GATT job. Only a service operating on a large scale and having elaborate facilities at its disposal can deal satisfactorily with the large and urgent requirements of the secretariat as they occur more and more frequently.
10. The United Nations disposes for its reproduction service of roughly forty staff, thirty mimeograph machines, four collators/stitchers (not including offset and cold composition) and 900m² floor space.

11. The GATT Reproduction Section has proved most useful and economical particularly for the reproduction of documents receiving very restricted distribution and also documents required urgently such as those required as advance copies for meetings. In the new Annex it will dispose of a room of 10.5 metres by 6 metres and the 1966 budget contains proposals for one additional clerk and one additional electric mimeograph machine.

Conclusions

12. It will be clear from the above that the establishment of independent GATT mailing and distribution services would be uneconomical. Not only would the floor space required be by itself prohibitive and far beyond present possibilities, but also the recurrent staff costs would not warrant such a solution. That the latter costs would be disproportionately high is occasioned by the fact that a wide margin would have to be provided to cope effectively with frequent peak periods.

13. As regards reproduction, the position is somewhat different. While here again it is clear that peak periods, specially urgent work and large documents need a reproduction apparatus well beyond our present means, it has also been demonstrated that, particularly for the type of documents mentioned in paragraph 11 and for relatively small runs, the GATT Reproduction Section is highly useful as well as economical.

14. The additional floor space, manpower and machines mentioned in paragraph 11 will make a further modest expansion of the operation possible, thus allowing for an increased production of documents which can be more economically and more rapidly produced with the secretariat's own resources.
APPENDIX 1/ANNEXE 1

Distribution of Documents/Distribution des documents

Distribution by the United Nations/Distribution effectuée par l'ONU

Distribution by GATT/Distribution effectuée par le GATT

1963 1964 1965
Appendix 2

DISTRIBUTION OF DOCUMENTS

(1) Payments made to the United Nations, Geneva in 1964:

Distribution fees: 1,228,350 copies at US$20.70 per thousand = US$25,427
Participation in the cost of the United Nations Mailing Section = US$ 1,146

US$26,573

(2) Estimated cost of establishment and operation of independent GATT mailing and distribution services:

(a) Establishment of services (non-recurring cost):

Machines and equipment $12,200
Shelves for storage of documents (5,000m) $17,400
1 car $ 1,550 US$31,150

(b) Operation of services annually (recurring costs):

10 distribution clerks $40,000
1 driver $ 3,200
Stationery, insurance, maintenance of machines and equipment, etc. $ 1,700 US$44,900
Appendix 3

REPRODUCTION OF DOCUMENTS

(1) Documents reproduced at the United Nations, Geneva

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of page impressions</th>
<th>Amounts paid to United Nations, Geneva</th>
</tr>
</thead>
<tbody>
<tr>
<td>1960</td>
<td>10,160,000</td>
<td>US$28,300</td>
</tr>
<tr>
<td>1961</td>
<td>10,222,000</td>
<td>US$28,500</td>
</tr>
<tr>
<td>1962</td>
<td>11,069,000</td>
<td>US$31,200</td>
</tr>
<tr>
<td>1963</td>
<td>7,845,000</td>
<td>US$21,900</td>
</tr>
<tr>
<td>1964</td>
<td>9,912,000 (until June)</td>
<td>US$26,040</td>
</tr>
<tr>
<td>1965</td>
<td>7,464,000</td>
<td>US$18,560</td>
</tr>
</tbody>
</table>

(2) Documents reproduced at the GATT secretariat

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of page impressions</th>
<th>Number of staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1960</td>
<td>304,000</td>
<td>1</td>
</tr>
<tr>
<td>1961</td>
<td>583,000</td>
<td>1</td>
</tr>
<tr>
<td>1962</td>
<td>664,000</td>
<td>2</td>
</tr>
<tr>
<td>1963</td>
<td>1,043,000</td>
<td>2</td>
</tr>
<tr>
<td>1964</td>
<td>1,291,000</td>
<td>2</td>
</tr>
<tr>
<td>1965</td>
<td>829,000 (until June)</td>
<td>3</td>
</tr>
</tbody>
</table>