

GATT Office Circular No. 119

CHANGES IN THE ORGANIZATIONAL STRUCTURE OF THE SECRETARIAT  
AND IN THE ALLOCATION OF PERSONNEL TO DIVISIONS

A. Organizational structure

1. The following changes will take place immediately in the organizational structure which was set out in Office Circular No. 106 dated 10 April 1963.

- (a) A new Division entitled Development Division is created within the Department of Trade Policy and Intelligence. The new Division will take over the following functions from the former Agricultural and Development Division:

"Trade and development problems of less-developed countries; including the practical arrangements for, and implementation of, the work in connexion with the study of development plans."

- (b) The post of Legal Officer in the Office of the Executive Secretary is abolished. Instead a post of counsellor has been created, the incumbent of which will be in charge of the GATT In-Service Training Programme. Questions concerning technical assistance to newly independent States and other matters will be referred to the incumbent by the Deputy Executive Secretary or the Executive Secretary. In his capacity as officer in charge of the In-Service Training Programme the incumbent will have the title of Director of the In-Service Training Programme.
- (c) The temporary arrangement which was made in June 1963 by which a counsellor and an assistant economic affairs officer were put at the direct disposal of the Director of the Trade Policy and Intelligence Division with a view to dealing with certain specific matters such as cotton textiles, studies on tropical products, etc., is maintained. The precise functions of the counsellor in question are as follows:

"To undertake some of the important specific projects originally allocated to the Department of Trade Policy and Intelligence as well as other important ad hoc tasks, related to matters within the competence of the Department and not being the exclusive concern of one division. The incumbent will work directly under the general direction of the head of the Department to whom he will report. He will not be assigned to any particular division. Under the general supervision of the head of the Department, to be responsible for the background work related to the projects in question, such as planning and carrying out of economic studies, and to be the principal adviser to the head of the Department on the subsequent work of the Department in connexion with these projects.

"The projects assigned to the incumbent are the following:

- (i) The Cotton Textiles Arrangement and related textile problems with the exclusion of pure routine work and the secretaryship of meetings;
- (ii) such further studies regarding tropical products as may be decided upon;
- (iii) other ad hoc projects as decided by the head of the Department;
- (iv) the development of a plan for the organization of the filing system of the Department.

"The incumbent will contribute to the Annual Report to the extent subjects related to the projects assigned to him are to be included."

- (d) The Documents Officer at present in the Administrative and Financial Division is transferred to the Conference Secretariat and Liaison Division.

2. In Annex I to this memorandum is a revised version of the allocation of functions contained in GATT Office Circular No. 106.

B. Allocation of personnel

1. Annex II to this memorandum shows the allocation, as from the date of this memorandum, of individual professional and general service staff members to the various divisions.

2. In order to accommodate new staff it has been necessary to reallocate offices. This reallocation, which will become effective as soon as the practical arrangements can be made, is as indicated in the right hand column of Annex II.

Finn Gundelach  
Deputy Executive Secretary

ANNEX I

FUNCTIONS OF DIVISIONS

A. OFFICE OF THE EXECUTIVE SECRETARY

Note: The officer in charge of Technical Assistance and the Fellowship Programme is a member of the Office of the Executive Secretary.

Information and Public Relations Office

Functions: Public relations; relations with press (briefing and press communiqués); dissemination of information on the GATT, including written articles, lectures; co-ordination of arrangements for printing.

B. DEPARTMENT OF TRADE POLICY AND INTELLIGENCE

General Division

Functions: Tariff reduction schemes and operation of Articles of the GATT concerning tariff matters; balance-of-payments restrictions (BOPs consultations); residual restrictions; operation of Article XXII and XXIII; matters concerning application of Article XXIV; Declarations on subsidies (non-primary products); matters concerning Article XXXV; accession under Article XXXIII; action under Article XIX; anti-dumping provisions, etc.; plus any other questions referred to the Division by the Deputy Executive Secretary.

Agricultural Division

Functions: Trade in temperate zone agricultural products; other commodity problems; surplus disposal problems; plus any other questions referred to the Division by the Deputy Executive Secretary.

Trade Intelligence Division

Functions: Economic analyses; research; statistical services; preparation of annual publication "International Trade", intelligence papers and specific research publications; economic analysis involved in study of development plans; plus any other questions referred to the Division by the Deputy Executive Secretary.

### Development Division

Functions: Trade and development problems of less-developed countries; including the practical arrangements for, and implementation of the work in connexion with the study of development plans; plus any other questions referred to the Division by the Deputy Executive Secretary.

Note: The specific projects, such as cotton textiles, assigned to the counsellor at the direct disposal of the Head of Department, are spelt out in paragraph A 1(c) of the memorandum above.

## C. DEPARTMENT OF CONFERENCE SERVICES, LIAISON AND ADMINISTRATION

### Conference Secretariat and Liaison Division

Functions: Functions pertaining to secretaryship of the CONTRACTING PARTIES and Council; liaison with non-member governments, international governmental and non-governmental organizations; depository functions relating to the Protocols and other instruments deposited with the Executive Secretary; official protocol; correspondence procedures; formalities pursuant to accession under Article XXVI or Article XXXIII; control and distribution of documents and general guidance concerning priorities; plus any other questions referred to the Division by the Deputy Executive Secretary.

### Administrative and Financial Division

Functions: Recruitment and personnel administration on the basis of the staff regulations. Budget preparation and control. All financial operations, including payments and accounts and investments.

Internal and general services, including procurement, travel, maintenance, conference arrangements, etc.

Reproduction and duplication of documents.

### Languages Division

Functions: Interpretation from and into the official and working languages at meetings of the CONTRACTING PARTIES and subsidiary bodies, including the fellowship programme and press conferences; translation into the official and working languages of government and secretariat documents and establishment of the French text of diplomatic correspondence; assistance in the establishment of final texts in the official and working languages of printed matters. Establishment of terminological equivalents.

ANNEX II

GATT Secretariat

OFFICE OF THE EXECUTIVE SECRETARY

		<u>Room No.</u>
E. Wyndham White	Executive Secretary	7
Finn Gundelach	Deputy Executive Secretary	6
H.E. Tennekoon	Special Adviser	8
C. Shih	Counsellor; Director of In-Service Training Programme	21
H.F. Reed	Counsellor	1
(Mrs.) M. Wilson	Executive Officer	11
(Miss) J. Breen	Administrative Assistant	11
(Mrs.) D. Willard	Secretary	47
(Miss) V. Simpson	Secretary	43

Information and Public Relations Office

R. Ford	Chief of Office	36
(Miss) M. Parmentier	Information Officer	37
(Miss) M. Doess	Administrative Assistant	39
(Mrs.) P. Vallier	Sales Clerk	92
(Mrs.) J. Watson	Clerk-Stenographer	40
(Miss) E. Bernasconi	Clerk-Typist	38
(Miss) G. Guinchard	Clerk-Typist	38

Registry

(Miss) E. Marn	Chief Registry Clerk	9
(Mrs.) L. Baussant	Clerk	9

DEPARTMENT OF TRADE POLICY AND INTELLIGENCE

Finn Gundelach	Acting Director of Department	6
(Mrs.) M. Feinsilber-Eytan	Administrative Assistant	24
(Mrs.) N. Mathez	Senior Clerk	25
(Mrs.) B. Frigeri	Secretary	16
(Vacant)	Stenographer	24
(Miss) M. Holly	Stenographer	23
(Mrs.) D. Clark	Clerk-Stenographer	23
(Miss) N. Pittet	Clerk-Stenographer	16
(Miss) L. Nieri	Clerk-Stenographer	24
(Vacant)	Clerk-Stenographer	23
(Mrs.) B. Vachot	Clerk-Typist	24

DEPARTMENT OF TRADE POLICY AND INTELLIGENCE (cont'd)

<u>General Division</u>		<u>Room No.</u>
S. Abramson	Chief of Division	22
G. Maggio	Counsellor	28
(Mrs.) M. Potter	Economic Affairs Officer	30
A. Linden	Economic Affairs Officer	26
P. Williams	Economic Affairs Officer	27
(Miss) P. Sundaram	Assistant Economic Affairs Officer	29
(In the absence of F. Liebich, S.O. Skunke	serves in the Division as: Economic Affairs Officer)	94
 <u>Agricultural Division</u>		
J.-M. Lucq	Chief of Division	32
H. van Tuinen	Counsellor	35
H. Kraus	Economic Affairs Officer	34
E. Papanicolaou	Assistant Economic Affairs Officer	33
(Vacant)	Assistant Economic Affairs Officer	29
 <u>Development Division</u>		
(Vacant)	Chief of Division	41
H. Leonhardt	Economic Affairs Officer	42
I.A. Jaffrey	Economic Affairs Officer	31
A. Halliday	Assistant Economic Affairs Officer	44
T. Takase	Assistant Economic Affairs Officer	44
 <u>Special Projects (in Particular Textiles)</u>		
J. Norbom	Counsellor	78
M.A. Salib	Economic Affairs Officer	95
 <u>Trade Intelligence Division</u>		
Ph. Carré	Chief of Division	19
S. Macario	Counsellor	17
N. Marian	Economic Affairs Officer	15
J. Adamek	Economic Affairs Officer	18
(Vacant)	Assistant Economic Affairs Officer	13
(Vacant)	Assistant Economic Affairs Officer	14
L. Till	Senior Statistical Officer	72
(Mrs.) S. Freeman	Statistical Officer	96
(Mrs.) A. Neher	Statistical Assistant	71
(Miss) E. Sellar	Statistical Assistant	97
(Miss) G. Piat	Statistical Assistant	71
(Mrs.) M-T. Bolle	Statistical Typist	98

DEPARTMENT OF CONFERENCE SERVICES, LIAISON AND ADMINISTRATION

D.P. Taylor	Director of Department	5
(Mrs.) J. Rosenthal	Secretary	4

DEPARTMENT OF CONFERENCE SERVICES, LIAISON AND ADMINISTRATION (cont'd)

<u>Conference Secretariat and Liaison Division</u>		<u>Room No.</u>
F. A. Haight	Chief of Division	3
G. Hortling	Counsellor	45
D. Peart	Economic Affairs Officer	48
(Mrs.) N. Haefeli	Documents Officer	56
(Miss) S. Niklaus	Conference Assistant	2
(Miss) R. Willes	Stenographer	4
(Miss) E. Graham-Parry	Clerk-Typist	46
 <u>Administrative and Financial Division</u>		
H. Ph. Sobels	Chief of Division	61
(Miss) B. Hudson	Secretary	62
 (a) <u>Personnel Section</u>		
Y. Ogaard	Personnel Officer	59
(Mrs.) J. Aebischer	Administrative Assistant	60
(Miss) C. Déprés	Clerk-Stenographer	62
(Miss) J. Morgan	Clerk	60
 (b) <u>Internal Services and Travel Section</u>		
J-J. Waldvogel	Administrative Officer	58
(Mrs.) S. Ciszewski	Clerk	66
	Clerk-Typist	
(Miss) S. Hug	Switchboard Operator	Switchboard
R. Banderet	Supply Clerk-Messenger	Supplies
P. Abate	Driver	Hall
H. Raposo	Driver	Hall
E. Bachman	Caretaker-Gardener	
M. Malavallon	Messenger-Driver	Hall
G. Bergier	Messenger-Driver	Hall
C. Gerlier	Messenger-Driver	Hall
J. Beckett	Doorkeeper	Hall
 (c) <u>Finance Section</u>		
E. von Holzen	Budget and Control Officer	57
J-J. Tanquerel	Finance and Accounts Officer	64
J.K. Chang-Wailing	Finance Clerk	65
(Mrs.) M. Gouvernet	Finance Clerk	63
(Mrs.) Droz	Finance Clerk	63

(d) Documents Processing Section

		<u>Room No.</u>
A. Richard	Clerk	Ronéo
(Mrs.) R. Dubal	Clerk	Ronéo

(e) Stenographic Section

(Mrs.) M. Brunetti	Pool Supervisor	55
(Miss) O. Baghadassarian	Deputy Pool Supervisor	55
(Miss) C. Ahmon	Stenographer	54
(Miss) L. Polson	Stenographer	54
(Mrs.) G. Bénard	Stenographer	51
(Mrs.) I. Zofka	Stenographer	52
(Miss) C. Horton	Stenographer	53
(Miss) J. Calderwood	Stenographer	53
(Miss) A. Chinnery	Stenographer	54
(Mrs.) J. Boubou	Stenographer	51
(Miss) L. Passelecq	Stenographer	51
(Miss) A. Jeannin	Stenographer	50
(Miss) Y. Reymond	Stenographer	50
(Mrs.) J. Struchen	Stenographer	52
(Miss) I. Syord	Stenographer	52
(Miss) N. Rollano	Stenographer (Spanish)	69
	Clerk-Typist	
(Miss) V. Horan	Typist	53
(Miss) H. Harman	Typist	54
(Miss) I. Marti	Typist	50

Language Division

R. Glémet	Chief of Division	84
P. Garaud	Reviser	86
J. Hanus	Reviser	75
E. Hernandez	Translator/Reviser (Spanish)	74
G. Lafrance	Interpreter-Translator	85
F. Ronkin	Interpreter-Translator	80
C. Namy	Interpreter-Translator	80
H. Zwerner	Interpreter-Translator	85
E. Pic	Interpreter-Translator	79
(Mrs.) J. Schmit	Translator	81
J. Huguency	Translator	77
(Mrs.) A.P. de Heney	Translator	78
(Mrs.) G. Sire-Pleic	Translator	76
J-C. Lagorce	Translator	88
(Mrs.) D. Arnaud	Secretary	83
C. Lambert	Clerk	82