

GATT Office Circular No. 135

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. 119, dated 6 February 1964:

- (a) A new Department entitled Department of External Relations is created. The new Department will take over the following functions from the Conference Secretariat and Liaison Division and from the Office of the Executive Secretary respectively:
- (i) liaison with outside organizations, including United Nations, specialized agencies, Council of Europe, Organisation for Economic Co-operation and Development, United Nations regional commissions, etc., non-governmental organizations;
  - (ii) general liaison arrangements with governments and other bodies as directed by the Executive Secretary;
  - (iii) public relations and information;
  - (iv) special assignments by the Executive Secretary in the discharge of his political responsibilities.
- (b) The International Trade Centre has been established with the primary functions of providing trade information and trade promotion services.
2. In Annex I to this memorandum is a revised version of the allocation of functions.

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

Functions: Matters specifically referred to the Office by the Executive Secretary or Deputy Executive Secretary; Technical Assistance and Fellowship Programme.

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 Office Circular No. 119 of 6 February 1964.

C. DEPARTMENT OF CONFERENCE SERVICES AND ADMINISTRATION

Conference Secretariat Division

Functions: Functions pertaining to secretaryship of the CONTRACTING PARTIES and Council; 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.

D. DEPARTMENT OF EXTERNAL RELATIONS

Functions: Liaison with outside organizations, including United Nations, specialized agencies, Council of Europe, Organisation for Economic Co-operation and Development, United Nations regional commissions, etc., non-governmental organizations; general liaison arrangements with governments and other bodies as directed by the Executive Secretary; public relations and information; special assignments by the Executive Secretary in the discharge of his political responsibilities; plus any other questions referred to the Department by the Deputy 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.

E. INTERNATIONAL TRADE CENTRE

Functions: Provision of trade information and trade promotion services.

ANNEX II

GATT Secretariat

OFFICE OF THE EXECUTIVE SECRETARY

Room No.

E. Wyndham White	Executive Secretary	7
Finn Gundelach	Deputy Executive Secretary	6
H.E. Tennekoon	Special Adviser	12
C. Shih	Counsellor, Director of In-Service Training Programme	21
V.E. Santiapillai (temporarily attached)	Economic Adviser	30
H.F. Reed	Counsellor	8
(Mrs.) M. Wilson	Executive Officer	11
(Miss) J. Breen	Administrative Assistant	11
(Mrs.) D. Willard	Administrative Assistant	1
(Miss) V. Simpson	Secretary	1
Vacant	Secretary	

Registry

(Miss) E. Marn	Chief, Registry	9
(Mrs.) L. Baussant	Clerk	9
(Miss) G. Charles	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	27
(Miss) A. Corderoy	Stenographer	35
(Miss) R. Kinnear	Clerk-Stenographer	35
(Mrs.) J.M. Bierman	Clerk	24
(Miss) N. Pittet (acting)	Secretary	16
(Miss) A. Burns	Clerk-Stenographer	16
Vacant	Clerk-Stenographer	
(Miss) S. Armstrong (temporary appointment)	Clerk-Stenographer	47
(Miss) F. Graver	Clerk-Stenographer	35
(Mrs.) M. Savoie	Clerk-Typist	24

General Division

S. Abramson	Chief, General Division	22
G. Maggio	Counsellor	28
S. Skuncke	Economic Affairs Officer	42
(Mrs.) M. Potter	Economic Affairs Officer	26
A. Linden	Economic Affairs Officer	29
P. Williams	Economic Affairs Officer	29
(Mrs.) P. De Mello	Assistant Economic Affairs Officer	48

Agricultural Division

		<u>Room No.</u>
J.-M. Lucq	Chief, Agricultural Division	23
H. van Tuinen	Counsellor	25
H. Kraus	Economic Affairs Officer	31
A. Rau	Economic Affairs Officer	33
E. Papanicolaou	Assistant Economic Affairs Officer	31

Development Division

M.G. Mathur	Chief, Development Division	45
J. Tumlr	Counsellor	90
H. Leonhardt	Economic Affairs Officer	46
I. Jaffrey	Economic Affairs Officer	91
J. Adamek	Economic Affairs Officer	74
A. Halliday	Economic Affairs Officer	74
T. Takase	Economic Affairs Officer	48
J.R. Davies	Research Officer	91
(Mrs.) F. Hubert (temporary appointment)	Research Officer	98
(Mrs.) D. Clark	Senior Clerk	47

Special Projects

J. Norbom	Counsellor	73
M.A. Salib	Economic Affairs Officer	95
(Miss) E. Sellar	Statistical Assistant	94
(Mrs.) M. Eivers	Clerk-Stenographer	96

Trade Intelligence Division

Ph. Carré	Chief, Trade Intelligence Division	19
O.P. Mathur	Economic Affairs Officer	15
N. Marian	Economic Affairs Officer	17
N. Grosse	Economic Affairs Officer	18
G. Thorn	Assistant Economic Affairs Officer	13
L. Till	Senior Statistical Officer	72
(Mrs.) S. Freeman	Statistical Officer	97
(Vacant)	Assistant Statistical Officer	
(Mrs.) A. Neher	Statistical Assistant	71
(Miss) G. Piat	Statistical Assistant	71
(Mrs.) B. Frigeri	Statistical Assistant	98
(Vacant)	Statistical Assistant	
(Mrs.) M.-T. Bolle	Statistical Typist	96

DEPARTMENT OF CONFERENCE SERVICES AND ADMINISTRATION

		<u>Room No.</u>
D.P. Taylor	Director, Department of Conference Services and Administration	5
(Mrs.) J. Rosenthal	Secretary	4
<u>Conference Secretariat Division</u>		
F. Haight	Chief, Conference Secretariat Division	3
D. Peart	Economic Affairs Officer	14
(Mrs.) N. Haefeli	Documents Officer	56
(Miss) S. Niklaus	Conference Assistant	2
(Miss) R. Willes	Stenographer	4
(Miss) A. Chinnery	Clerk-Stenographer	4
(Vacant)	Clerk (Conference)	
<u>Administrative and Finance Division</u>		
H.Ph. Sobels	Chief, Administrative and Finance Division	61
(Miss) B. Hudson	Secretary	62
(a) <u>Personnel Section</u>		
Y. Ogaard	Personnel Officer	59
(Mrs.) J. Aebischer	Assistant Personnel Officer	60
(Vacant)	Senior Clerk	
(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
(Miss) D. Colongo	Clerk-Typist	66
(Miss) S. Hug	Switchboard Operator	Switchboard
R. Banderet	Supply-Clerk-Messenger	Supplies
P. Abate	Driver	Hall - Annex
H. Raposo	Driver	Hall - Annex
(Vacant)	Driver	
E. Bachmann	Caretaker-Gardener	Domicile
M. Malavallon	Messenger-Driver	Hall - Annex
G. Berglier	Messenger-Driver	Hall - Bocage
C. Gerlier	Messenger-Driver	Hall - Annex
L. Pattey		
(temporary appointment)	Messenger-Driver	Hall - Bocage
(Vacant)	Messenger-Driver	
J. Beckett	Doorkeeper	Hall - Bocage

DEPARTMENT OF CONFERENCE SERVICES AND ADMINISTRATION (cont'd)

		<u>Room No.</u>
<u>(c) Budget and Control Section</u>		
E. von Holzen	Budget and Control Officer	57
Vacant	Assistant Budget and Control Officer	
(Mrs.) M.-R. Hausler	Finance Clerk	65
(Mrs.) B. Droz	Finance Clerk	65
<u>(d) Finance and Accounts Section</u>		
J.-J. Tanquerel	Finance and Accounts Officer	64
Vacant	Assistant Finance and Accounts Officer	
K. Chang-Wailing	Finance Clerk	63
(Mrs.) M. Gouvernet	Finance Clerk	63
<u>(e) Documents Processing Section</u>		
A. Richard	Clerk	Roneo
(Mrs.) R. Dubal	Clerk	Roneo
R. Armuzzi	Clerk	Roneo
<u>(f) Stenographic and Typing Section</u>		
(Miss) O. Baghdassarian	Acting Chief, Stenographic and Typing Section	55
Vacant	Deputy Chief, Stenographic and Typing Section	
<u>(i) English Pool</u>		
Vacant	Supervisor, English Pool	
(Miss) L. Polson	Stenographer	68
(Mrs.) C. Ostan	Stenographer	53
(Miss) H. Harman	Stenographer	54
(Miss) M. Pennock (temporary appointment)	Stenographer	54
(Miss) R. Mortimer (temporary appointment)	Stenographer	68
(Miss) J. Flux	Stenographer	53
(Miss) V. Horan	Typist	53
(Mrs.) A. Cappuccini	Typist	68
(Miss) L. Harris (temporary appointment)	Typist	53
Miss A. Cook	Stenographer	54
Miss J. Calderwood (temporary appointment)	Stenographer	53



DEPARTMENT OF CONFERENCE SERVICES AND ADMINISTRATION (cont'd)

		<u>Room No.</u>
<u>(ii) French Pool</u>		
(Mrs.) G. Bénard	Supervisor, French Pool	51
Vacant	Stenographer	
(Mrs.) A. Jost	Stenographer	50
(Mrs.) J. Struchen	Stenographer	51
(Miss) I. Syord	Stenographer	50
(Miss) L. Passelecq	Stenographer	69
(Miss) H. Rudowicz	Stenographer	50
(Mrs.) J. Chappuis	Stenographer	51
(Miss) Ch. Wackenthaler	Stenographer	52
(Mrs.) J. Plaindoux	Stenographer	50
(Miss) D. Liechti		
(temporary appointment)	Clerk-Typist	52
(Miss) I. Marti	Typist	50

(iii) Spanish Pool

L. Marques-Flores	Stenographer	69
(Miss) M. Paredes	Stenographer	69
(Miss) A. Moral	Stenographer	69

Language Division

R. Glémet	Chief, Language Division	84
P. Garaud	Reviser	86
J. Hanus	Reviser	80
E. Hernandez-Sanchez	Translator-Reviser	80
G. Lafrance	Interpreter-Translator	85
F. Ronkin	Interpreter-Translator	75
C. Namy	Interpreter-Translator	85
H. Zwerner	Interpreter-Translator	75
E. Pic-Manaime	Interpreter-Translator	79
(Mrs.) J. Schmit	Translator	81
J. Huguenev	Translator	77
(Mrs.) A. de Heney	Translator	78
(Mrs.) G. Sire-Pleic	Translator	76
J.-C. Lagorce	Translator	88
M. Alvarez-Miranda	Translator	87
(Mrs.) D. Arnaud	Secretary	83
C. Lambert	Clerk	82

DEPARTMENT OF EXTERNAL RELATIONS

A. Balensi	Assistant Executive Secretary	32
(Mrs.) I. Zofka	Secretary	24

DEPARTMENT OF EXTERNAL RELATIONS (cont'd)

<u>External Relations Division</u>		<u>Room No.</u>
G. Hortling	Counsellor	10
(Miss) E. Graham-Parry	Clerk	06

<u>Information and Public Relations Office</u>		
R. Ford	Chief, Information and Public Relations Office	36
(Miss) M. Parmentier	Information Officer	37
(Miss) M. Doess	Assistant Librarian	38
(Mrs.) P. Vallier	Sales Clerk	92
(Mrs.) J. Watson	Clerk (Library)	38
(Miss) G. Guinchard	Clerk-Stenographer	40
(Miss) E. Bernasconi	Clerk-Typist	39
(Miss) M.-C. Stephan (temporary appointment)	Clerk-Typist	40
G. Basile	Clerk	39

INTERNATIONAL TRADE CENTRE

H.L. Jacobson	Chief, International Trade Centre	44
(Mrs.) P. Lundgren	Economic Affairs Officer	41
Vacant	Economic Affairs Officer	
(Mrs.) I. Grisé	Administrative Assistant	44
(Miss) D. Mackenzie	Stenographer	43