

GENERAL AGREEMENT ON

RESTRICTED

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TARIFFS AND TRADE

ADMINISTRATIVE AND FINANCIAL QUESTIONS

Mailing Procedures

Note by the Secretariat

1. For the last five years the expenditure on Postal Services has increased sharply, as shown in the following table:

<u>Year</u>	<u>Total expenditure in Sw F</u>	<u>Number of despatches (letters, publications, documents, etc.)</u>	<u>Total No. of pages reproduced by the Secretariat</u>
1983	233,324	149,541	29,321,000
1984	276,016	170,206	34,950,000
1985	322,286	210,277	30,649,000
1986	428,726	208,074	34,914,000
1987	476,691	198,411	43,954,000
1988	574,182	209,661	51,063,000

2. The increase in the 1986 expenditure over 1985 was mainly due to a rise in Swiss postal rates effective 1 January 1986 which amounted to an average of 40 per cent. The further increases noted in 1987 and 1988 are the consequences of greater average weights of the dispatches.

3. A short analysis of postal charges shows that about 80 per cent of these costs stem from documents and information material despatches (including press releases) and that the remaining 20 per cent are made up by airmails, letters and publications.

4. The despatch of documents is made on the basis of mailing lists which are constantly up-dated.

5. At present, a part of the documentation is placed in boxes located in the GATT premises and the remainder is sent through the Swiss official postal service or a private postal service^{1/} for certain despatches outside Switzerland. A breakdown of the types of despatch is as follows:

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^{1/} Since March 1988, a private postal services firm (TNT) is utilized each time the latter proves cheaper than the PTT. The resulting savings so far amount to some Sw F 17,000.

(i) documents directly placed in boxes	28 per cent
(ii) documents sent through the PTT to Swiss addresses	13 per cent
(iii) documents sent by surface mail outside Switzerland (PTT and TNT)	42 per cent
(iv) documents sent by air mail	17 per cent

6. The Secretariat believes that it is important to reduce mailing costs and this could be achieved by taking the following action:

- (a) in limiting the number of GATT documents sent to each contracting party. This could be done, for example, by sending the same number of documents to each contracting party or by basing the number of documents sent on each contracting party's budgetary contribution.
- (b) for countries having boxes in the GATT Secretariat - (about 60): delivery of all documents into these boxes, including the documents for officials in capitals, the despatch to capitals becoming the delegations' responsibility.
This could lead to a saving of some Sw F 50,000/60,000^{1/}
- (c) for countries (contracting parties, etc.) represented in Geneva but having no boxes in GATT: installation of individual boxes in the GATT Secretariat and application of the same procedure as in (b) above.
This could lead to a saving of some Sw F 10,000/20,000^{1/}
- (d) for countries with no representation in Geneva (developing countries) - for despatches by: (i) air mail, a reduction of the number of copies could be made; (ii) surface mail, bulking of documents for posting once a week instead of once a day could be made.
This could lead to an estimated saving of some Sw F 10,000/20,000^{1/}

^{1/} These figures are very rough estimates.