

## TARIFFS AND TRADE

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### ADMINISTRATIVE AND FINANCIAL QUESTIONS

#### 1989 Printing Programme

#### Note by the Secretariat

This document has been prepared pursuant to a request from the Committee on Budget, Finance and Administration. The printing budget estimates for 1989 were calculated in May 1988, upon receipt of requests from various Divisions. After a thorough examination of these requests a tentative global programme was established, bearing in mind the need to hold overall costs to the lowest possible level.

Every year the same approach is applied for this purpose:

- 1) estimation of the cost of recurrent annual publications, such as the Annual Report on International Trade, the Supplement to Basic Instruments and Selected Documents, the GATT Activities, the up-dating of Multilateral Protocols, the Reports on Meat and Dairy Products, etc. The difficulties encountered in cost estimates result from the uncertainty of the number of pages and, in the case of the Annual Report, the number of tables and graphs;
- 2) estimation of the cost of one-time publications whose publishing dates and even the contents can not be clearly defined at the time budget estimates are prepared, i.e. special studies, brochures for new negotiating rounds, etc.;
- 3) forecasting of a reserve for miscellaneous leaflets and minor printing jobs as well as reprints of publications which must always be available from the Secretariat, i.e., the text of the General Agreement, texts of the Tokyo Round Codes, Supplements to BISD, GATT What it is. Requests for these publications can vary largely from one year to another;
- 4) calculation of the purchase price of paper needed for publications to be printed during the budgetary period. The GATT Secretariat normally uses a 70 grammes/sq.m. paper, which is the minimum weight for acceptable quality.

As to the 1989 programme, a realistic calculation made in accepting Divisional requests resulted in a tentative budget of 640,000 Swiss Francs. This sum was drastically reduced to Swiss Francs 450,000 by the Budget Committee (L/6390). A programme to allot the revised amount has been

established, but it should be emphasized that it will be difficult to stay within the approved budgetary provision.

The actual cost of printing cannot be reduced since no additional savings can be realized on paper costs and since the printing firm selected for each publication is the one offering the lowest quotation of those received from various firms in Switzerland and abroad<sup>1</sup>. Bearing in mind that a reduction of the number of copies printed would result in only small savings, there is no way to decrease the printing budget other than by suppressing a few reprints, in 1989, such as the brochure, "Helping the World Grow".

There is a widely held view in the secretariat that the current publications programme - even when implemented in full - is inadequate to fulfill the public information responsibilities of the institution. This inadequacy results from the rapidly increasing demand for information among many audiences in industrial countries, and an even greater demand in the developing world, especially among countries newly acceding to GATT. Although some progress has been made in improving the physical presentation of GATT publications, considerable scope exists for producing more readable and attractive products which will help to attract attention and support for the aims and activities of the CONTRACTING PARTIES.

A table showing the present situation of the 1989 printing programme is given on the next page:

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<sup>1</sup>/For example, for Volume I of the 1989 Annual Report, the call for tenders was sent to five printers: three in Switzerland, one in France and one in Belgium.

1989 PRINTING PROGRAMME  
(amounts in Swiss francs)

<u>Items</u>	<u>1989</u> <u>Divisions'</u> <u>Requests</u>	<u>Authorized</u> <u>L/6390</u>	<u>Revised</u> <u>Allotment</u>	<u>Committed as at</u> <u>19 May 1989</u>
<u>International Trade</u>				
2 volumes - English/French/Spanish Presentation similar to 1988 Report	150,000	100,000	100,000	32,000 (volume I)
<u>BISD - 35th Supplement</u>				
English/French/Spanish Say English 250 pages + 60 appendices French and Spanish 10 per cent more	90,000	70,000	80,000	71,000
<u>Status of Legal Instruments</u>				
Up-dating Service No. 14 English and French Say 100 pages in English and French each plus miscellaneous Legal Instruments (i.e. protocol Tunisia etc.)	35,000	30,000	30,000	-
<u>GATT - Activities in 1988</u>				
English/French/Spanish Say English 150 pages French and Spanish 10 per cent more	20,000	30,000	35,000	-
<u>FOCUS</u>	60,000	60,000	72,000 (6 issues)	71,600
<u>Tariff Study Statistics</u>				
Up-dating service	15,000	10,000	-	-

<u>Items</u>	<u>1989</u> <u>Divisions'</u> <u>Requests</u>	<u>Authorized</u> <u>L/6390</u>	<u>Revised</u> <u>Allotment</u>	<u>Committed as at</u> <u>19 May 1989</u>
<u>Covers and Bindings</u>				
Review of Developments in the Trading System (2 a year E/F/S) Annual Reports on Meat and Dairy Products, E/F/S, Background Studies - Trade in Natural Resources - Nickel and Tin, E/F/S, Harmonized Commodity, Description and Coding System, etc.	35,000	40,000	40,000	4,000
<u>Reprints</u>				
BISD, General Agreement, Codes, Tokyo Round Reports, E/F/S	55,000	35,000	25,000	6,150
Various <u>Reprints</u> of Information leaflets and brochures (GATT What it is, Helping the World Grow, List of Publications, etc.)	35,000	30,000	15,000	18,800
Miscellaneous	15,000	15,000	15,000	300
Four studies in International Trade	80,000	-	-	-
New colour booklet on GATT	20,000	-	-	-
Paper	30,000	30,000	38,000	35,800
	----- 640,000 =====	----- 450,000 =====	----- 450,000 =====	----- 239,650 =====