

GATT Office Circular No. 121

Allocation of Offices

With the establishment of the Trade Information and Trade Promotion Centre, it will be necessary to make some changes in the allocation of offices as set out in Office Circular No. 119 of 6 February. The following changes are involved:

Office of the Executive Secretary

	<u>Room No.</u>
H.E. Tennekoon Special Adviser	12
H.F. Reed Counsellor	8
(Mrs.) D. Willard Secretary	1
(Miss) V. Simpson Secretary	1

Department of Trade Policy and Intelligence

Agricultural Division

H. Kraus Economic Affairs Officer	31
Vacant Economic Affairs Officer	34

General Division

P. Williams Economic Affairs Officer	25
(Mrs.) N. Mathez Senior Clerk	27

Development Division

Vacant Chief of Division	45
H. Leonhardt Economic Affairs Officer	46
I.A. Jaffrey Economic Affairs Officer	47
A. Halliday Assistant Economic Affairs Officer	48
T. Takase Assistant Economic Affairs Officer	48

Trade Information and Trade Promotion Centre

Vacant Chief of Centre	44
Vacant Trade Information Officer	42
Vacant Trade Promotion Officer	41
Vacant Administrative Assistant	43

Special Projects (in particular Textiles)

J. Norbom Counsellor	73
M.A. Salib Economic Affairs Officer	95

Trade Intelligence Division

		<u>Room No.</u>
L. Till	Senior Statistical Officer	72
(Mrs.) S. Freeman	Statistical Officer	96
	Statistical Officer (temporary)	98
(Mrs.) A. Neher	Statistical Assistant	71
(Miss) E. Sellar	Statistical Assistant	98
(Miss) G. Piat	Statistical Assistant	71
(Mrs.) M-T. Bolle	Statistical Typist	97

Department of Conference Services, Liaison and Administration
Conference Secretariat and Liaison Division

G. Hortling	Counsellor	10
D. Peart	Economic Affairs Officer	45
(Miss) E. Graham-Parry	Clerk-Typist	06

There is no change in the allocation of other rooms which will remain as in Office Circular 119. A complete list of rooms following the above changes is annexed.

The shift of the various officers will take place on Thursday, 30 April 1964.

ANNEX

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	12
C. Shih	Counsellor; Director of In-Service Training Programme	21
H.F. Reed	Counsellor	8
(Mrs.) M. Wilson	Executive Officer	11
(Miss) J. Breen	Administrative Assistant	11
(Mrs.) D. Willard	Secretary	1
(Miss) V. Simpson	Secretary	1

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 (Library)	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	27
(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
	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	25
(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	31
E. Papanicolaou	Assistant Economic Affairs Officer	33
(Vacant)	Assistant Economic Affairs Officer	34
<u>Development Division</u>		
(Vacant)	Chief of Division	45
H. Leonhardt	Economic Affairs Officer	46
I.A. Jaffrey	Economic Affairs Officer	47
A. Halliday	Assistant Economic Affairs Officer	48
T. Takase	Assistant Economic Affairs Officer	48
<u>Trade Information and Trade Promotion Centre</u>		
(Vacant)	Chief of Centre	44
(Vacant)	Trade Information Officer	42
(Vacant)	Trade Promotion Officer	41
(Vacant)	Administrative Assistant	43
<u>Special Projects (in Particular Textiles)</u>		
J. Norbom	Counsellor	73
M.A. Salib	Economic Affairs Officer	95

DEPARTMENT OF TRADE POLICY AND INTELLIGENCE (cont'd)

Trade Intelligence Division

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	98
(Miss) G. Piat	Statistical Assistant	71
(Mrs.) M-T. Bolle	Statistical Typist	97

DEPARTMENT OF CONFERENCE SERVICES, LIAISON AND ADMINISTRATION

D.P. Taylor	Director of Department	5
(Mrs.) J. Rosenthal	Secretary	4
(Miss) A. Chinnery	Stenographer	4

Conference Secretariat and Liaison Division

F.A. Haight	Chief of Division	3
G. Hortling	Counsellor	10
D. Peart	Economic Affairs Officer	45
(Mrs.) N. Haefeli	Documents Officer	56
(Miss) S. Niklaus	Conference Assistant	2
(Miss) R. Willes	Stenographer	4
(Miss) E. Graham-Parry	Clerk-Typist	06

Administrative and Financial Division

H. Ph. Sobels	Chief of Division	61
(Miss) B. Hudson	Secretary	62

(a) Personnel Section

Y. Ogaard	Personnel Officer	59
(Mrs.) J. Aebischer	Administrative Assistant	60
(Miss) C. Déprés	Clerk-Stenographer	62
(Miss) J. Morgan	Clerk	60

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

Administrative and Financial Division (cont'd)

(b) Internal Services and Travel Section

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) Finance Section

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

A. Richard	Clerk	Ronéo
(Mrs.) R. Dubal	Clerk	Ronéo

(e) Stenographic Section

(Mrs.) M. Brunetti	Pool Supervisor	55
(Miss) O. Baghdassarian	Deputy Pool Supervisor	55
(Miss) C. Ahmon	Stenographer	54
(Miss) L. Polson	Stenographer	68
(Mrs.) G. Bénard	Stenographer	51
(Mrs.) I. Zofka	Stenographer	52
(Miss) C. Horton	Stenographer	53
(Miss) J. Calderwood	Stenographer	53
(Mrs.) J. Boubou	Stenographer	51
(Miss) L. Passelecq	Stenographer	69
(Mrs.) A. Jost	Stenographer	50
(Miss) Y. Reymond	Stenographer	50

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

Administrative and Financial Division (cont'd)

(e) Stenographic Section (cont'd)

(Mrs.) J. Struchen	Stenographer	51
(Miss) I Syord	Stenographer	50
(Miss) N. Rollano	Stenographer (Spanish)	
	Clerk-Typist	
(Miss) V. Horan	Typist	53
(Miss) H. Harman	Typist	54
(Miss) I Marti	Typist	50

Languages 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. Hugueney	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