

One copy per  
staff member

2 July 1965

GATT Office Circular No. 145

ALLOCATION OF OFFICES

The new Annex will be ready for occupation at the beginning of July and a re-allocation of office accommodation will be made, as set out in the attached schedule. Divisional Chiefs will be advised at a later stage of the dates on which the phased transfer of offices will take place.

D. P. Taylor  
Director

Department of Conference Services and Administration

SCHEDULE OF ROOMS

Villa Le Bocage

Room No.

OFFICE OF THE DIRECTOR GENERAL

E. Wyndham White	7
Finn Gundelach	6
Economic Adviser	10
H.F. Reed	8
(Mrs.) M. Wilson	11
(Miss) J. Breen	11
(Mrs.) D. Willard	1
Secretary	1

Registry

(Miss) E. Marn	9
(Mrs.) L. Baussant	9
(Miss) G. Charles	9

DEPARTMENT OF TRADE POLICY AND INTELLIGENCE

Director of Department	12
(Mrs.) M. Feinsilber-Eytan	24
(Miss) J. Corderoy	35
(Miss) R. Kinnear	35
(Mrs.) J. Bierman	24
(Miss) F. Graver	35
(Mrs.) M. Savoie	24

General Division

S. Abramson	32
G. Maggio	28
(Mrs.) M. Potter	26
A. Linden	29
P. Williams	30
(Mrs.) H. Mathez	27

Agricultural Division

J.-M. Lucq	19
H. van Tuinen	17
H. Kraus	18
A. Rau	15
M. Zahid	14

Room No.

DEPARTMENT OF TRADE POLICY AND INTELLIGENCE (Cont'd)

Special Projects

J. Norbom	44
M.A. Salib	43
(Mrs.) P. de Mello	42
(Miss) E. Sellar	41
(Mrs.) M. Eivers	41

DEPARTMENT OF CONFERENCE SERVICES AND ADMINISTRATION

D.P. Taylor	5
(Mrs.) J. Rosenthal	4

Conference Secretariat Division

F. Haight	3
A. Halliday	45
(Mrs.) N. Haefeli - Annex I	
(Miss) S. Niklaus	2
(Miss) R. Willes	4
(Miss) E. Parry	48
(Miss) A. Chinnery	4

Administrative and Finance Division

(b) Internal Services and Travel Section

G. Bergier	07
L. Pattey	07
J. Beckett	Hall

DEPARTMENT OF EXTERNAL RELATIONS

A. Balensi	22
C. Shih	23
(Mrs.) I. Zofka	24

External Relations Division

G. Hortling	34
-------------	----

Information and Public Relations Office

R. Ford	36
(Miss) M. Parmentier	37
(Miss) M. Doess	38
(Mrs.) P. Vallier (Annex I)	
(Mrs.) J. Watson	38
(Miss) G. Guinchard	40
(Miss) E. Bernasconi	39
(Miss) M.-C. Stephan	40
G. Basile	40

The Library will also be allocated rooms O10 and O6 in the Villa Le Bocage, and storage space in the basement of the new Annex.

Annex I

Room No.

DEPARTMENT OF CONFERENCE SERVICES AND ADMINISTRATION

Conference Secretariat Division

(Mrs.) N. Haefeli 56  
Temporary Assistant 56

Administrative and Financial Division

H.Ph. Sobels 61  
(Miss) B. Hudson 63

(a) Personnel Section

Y. Ogaard 59  
(Mrs.) J. Aebischer 60  
(Miss) E. Sester 62  
(Miss) C. Déprés 62  
(Miss) J. Morgan 62  
(Miss) B. Punch 63  
Interview and Test Room 64

(b) Internal Services and Travel Section

J.-J. Waldvogel 58  
(Mrs.) S. Ciszewski 66  
(Miss) D. Colongo 66  
R. Banderet 57  
P. Abate  
H. Raposo  
(Driver)  
E. Bachmann Domicile  
M. Malavallon Hall  
C. Gerlier Hall  
(Messenger-Driver) Hall

(c) Budget and Control Section

E. von Holzen 72  
U. Santuccio 71  
(Mrs.) M.-R. Hausler 71  
Finance Clerk (Vacant) 71  
M. Barber 73

(d) Finance and Accounts Section

J.-J. Tanquerel 97  
H.J. Beral 98  
K. Chang-Wailing 98  
(Mrs.) M. Gouvernet 98  
(Miss) D. Hadji 96

Room No.

DEPARTMENT OF CONFERENCE SERVICES AND ADMINISTRATION (cont'd)

Administrative and Financial Division

(f) Stenographic and Typing Section

Chief (Miss O. Baghdassarian, Acting) 55  
Deputy Chief (Mrs. C. Neuwirth, Acting) 55

(i) English Pool

(Mrs.) C. Neuwirth, Supervisor  
(Mrs.) C. Ostan 53  
(Miss) V. Horan 53  
(Miss) J. Flux 53  
(Mrs.) P. Fisher 53  
(Miss) H. Harman 54  
(Miss) M. Gresham 54  
(Miss) A. Cook 54  
(Miss) L. Collier 54  
(Miss) L. Polson 68  
(Mrs.) A. Cappuccini 68  
(Miss) E. Tribe 68

(ii) French Pool

(Mrs.) G. Bénard, Supervisor 51  
(Mrs.) J. Plaindoux 50  
(Miss) I. Syord 50  
(Miss) I. Marti 50  
(Miss) H. Rudowicz 50  
(Miss) R. Rudowicz 50  
(Mrs.) J. Maritz 51  
(Mrs.) J. Chappuis 51  
(Mrs.) J. Struchen 51  
(Mrs.) A. Bonne 51  
(Miss) A. Bovay 51  
(Miss) C. Wackenthaler 52  
(Miss) D. Liechti 52  
(Mrs.) G. Sanchez 52  
(Miss) M.T. Soulat 52  
(Miss) L. Passelecq 69

(iii) Spanish Pool

L. Marqués 69  
(Miss) M. Paradés 69  
(Miss) A. Moral 69

Reserved for new permanent and temporary pool staff 67

Room No.

DEPARTMENT OF CONFERENCE SERVICES AND ADMINISTRATION (cont'd)

Language Division

R. Glémet	84
P. Garaud	86
J. Hanus	80
E. Hernandez-Sanchez	80
G. Lafrance	85
C. Namy	85
F. Ronkin	75
H. Zwerner	75
E. Pic-Manaime	74
(Mrs.) J. Schmit	79
J. Huguency	77
(Mrs.) A. de Heney	78
(Mrs.) G. Sire-Pleic	76
J.-C. Lagorce	88
M. Alvarez-Miranda	87
(Mrs.) D. Arnaud	83
C. Lambert	81, 82
Temporary Translators	90, 91

DEPARTMENT OF EXTERNAL RELATIONS

Information and Public Relations Office

(Mrs.) P. Vallier	92
-------------------	----

Annex II

Room No.

Special Adviser on Economic Development - Mr. H.E. Tennekoon  
(Miss) V. Simpson

42  
41

DEPARTMENT OF TRADE POLICY AND INTELLIGENCE

Development Division

M.G. Mathur

43

J. Tumlr

34

M. Monsalve

39

H. Leonhardt

38

I. Jaffrey

32

J. Adamek

35

D. Peart

36

T. Takase

35

J.R. Davies

33

S. Brankovic

33

(Mrs.) D. Clark

41

(Miss) M. D'Cruz

40

(Miss) J. Goldin

40

Trade Intelligence Division

Ph. Carré

44

O.P. Mathur

45

N. Marian

46

N. Grosse

47

G. Thorn

48

L. Till

21

(Mrs.) S. Freeman

20

(Mrs.) F. Hubert

19

(Mrs.) A. Neher

18

(Miss) G. Piat

18

(Mrs.) B. Frigeri

17

(Miss) A. Masgeik

17

(Mrs.) M.-T. Bolle

16

(Miss) N. Pittet

30

(Miss) A. Burns

30

Room reserved for statistical library

23

Room No.

DEPARTMENT OF CONFERENCE SERVICES AND ADMINISTRATION

Administrative and Financial Division

(e) Documents Processing Section

A. Richard	Roneo
(Mrs.) R. Dubal	Roneo
R. Armuzzi	Roneo

(b) Internal Services and Travel Section

G. Portella	Hall
-------------	------

INTERNATIONAL TRADE CENTRE

H.L. Jacobson	11
V.E. Santiapillai	9
S. Skuncke	8
(Mrs.) P. Lundgren	7
P. Kukorelly	5
A. Hatt-Arnold	6
Economic Affairs Officer (Vacancy)	15
Economic Affairs Officer (Vacancy)	14
(Mrs.) I. Gris�	12
(Miss) N. Samkow	10
(Miss) D. Meyer	12
(Miss) I. Weigel	12
(Miss) D. Mackenzie	12
(Miss) S. Hug	13
Clerk/Typist (Vacancy)	10
(Miss) Ch. Bonnici	13