

19 July 1965

GATT Office Circular No. 146

TRAVEL PROCEDURES

The object of this memorandum is to clarify certain administrative points following the establishment of the new Department of External Relations.

A. Arrangements for attendance at meetings

(a) At the beginning of each year the Assistant Director-General for External Relations should submit to the office of the Director-General a tentative plan covering (i) participation by GATT in meetings of other organizations during the course of the year, together with an indication, in the case of the more important meetings, of the secretariat officials who might attend such meetings; (ii) visits to contracting parties and non-contracting parties, having full regard to the desirability of timing such visits so that, whenever possible, they coincide with attendance by secretariat officials at meetings of other organizations in the area or region concerned. In the case of both (i) and (ii) above, it would be useful if at the same time a tentative statement of the budgetary implications of the plan could also be included. The plan, which is intended to serve as a guideline, should be revised in the middle of the year.

(b) The final decision about participation in any particular meeting will be taken when the invitation to attend and sufficient information concerning the agenda have been received in the secretariat. On the basis of this additional information the Assistant Director-General for External Relations will make recommendations to the office of the Director-General as to: (i) whether the GATT should be represented, (ii) if so, by whom it should be represented, (iii) whether any material, etc. should be prepared for the meeting. The Assistant Director-General for External Relations in formulating his recommendations, would consult in the normal way with the Head of Department or Chief of Division substantively concerned with the matters to be discussed at the meeting in question. The Assistant Director-General should co-ordinate the preparation of any material or statements which it is decided should be provided for any meeting and, when the subject matter involved makes it necessary, should submit such material to the office of the Director-General for approval.

(c) Reports on meetings or visits should be submitted by the official concerned through his Chief of Division and Head of Department to the Assistant Director-General for External Relations. Such reports should reach the Assistant Director-General not later than ten days after the date of return to the secretariat of the official who attended the meeting or made the visit.

(d) Heads of other departments and, where appropriate, Chiefs of Divisions, continue to be able to take the initiative in putting forward to the office of the Director-General recommendations as regards journeys by members of their departments or divisions which are of a technical character, e.g. in connexion with studies or other technical matters. When such journeys are intended, however, they should be notified simultaneously to the Assistant Director-General for External Relations so that he may (i) convey approval for the journey to the Head, Department of Conference Services and Administration, (ii) keep a check on travel arrangements generally by members of the secretariat against the background of the budget, (iii) consider the possibility of co-ordinating the intended journey with any other visits to the same area or region that might be planned.

(e) In all cases when attendance at a meeting or a visit has been approved, the Assistant Director-General for External Relations will notify the Head, Department of Conference Services and Administration, who will be responsible for the necessary practical arrangements and budgetary control in accordance with the existing rules and procedures.

B. Correspondence

With the exception of the communications referred to in sub-paragraphs 7(a) and (b) of GATT Office Circular No. 89, of January 1962, and subject to the instructions laid down in sub-paragraphs (d) and (e) of that circular, letters relating to the GATT's external relations should be signed by the Assistant Director-General for External Relations.

Finn Gundelach
Deputy Director-General