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1 January 1966

GATT Office Circular No. 153

CHANGES IN THE ORGANIZATIONAL STRUCTURE OF THE SECRETARIAT  
AND IN THE ALLOCATION OF PERSONNEL TO DIVISIONS

A. Organizational structure

1. The following organizational basis of the secretariat will enter into effect as from 1 January 1966:

(a) A new Department entitled Department of Trade and Development is created. The functions of the Development Department will concern:

- (i) matters relating to the administration of Part IV of the General Agreement;
- (ii) functions relating to the secretaryship of the Committee on Trade and Development and the sub-groups of this Committee;
- (iii) trade and development problems of less-developed countries, including the practical arrangements for, and implementation of work in connexion with the study of development plans;
- (iv) any other questions referred to the Department by the Deputy Director-General.

(b) The operation of the trade promotion and trade information services which are carried out by the International Trade Centre.

2. In Annex I to this memorandum there is set out a revised allocation of functions. In addition to the assignments set out in this Annex the various Departments and Divisions will carry out such additional functions as are allocated to them by the Deputy Director-General. The functions now allocated may be modified from time to time in the light of prevailing circumstances.

B. Allocation of personnel

Annex II to this memorandum shows the allocation, as from 1 January 1966, of individual professional and general staff members to the various divisions.

Finn Gundelach  
Deputy Director-General

ANNEX I

FUNCTIONS OF DEPARTMENTS

A. OFFICE OF THE DIRECTOR-GENERAL

Functions: Matters specifically referred to the Office by the Director-General or Deputy Director-General; Technical Assistance and Fellowship Programme.

B. DEPARTMENT OF TRADE POLICY AND INTELLIGENCE

General Division

Functions: Tariff reduction schemes and operation of Articles of the GATT concerning tariff matters; balance-of-payments restrictions (BOPs consultations); residual restrictions; operation of Articles XXII and XXIII; matters concerning application of Article XXIV; declarations on subsidies (non-primary products); matters concerning Article XXXV; accession under Article XXXIII; action under Article XIX; anti-dumping provisions, etc.; plus any other questions referred to the Division by the Deputy Director-General.

Agricultural Division

Functions: Trade in temperate zone agricultural products; other commodity problems; surplus disposal problems; plus any other questions referred to the Division by the Deputy Director-General.

Trade Intelligence Division

Functions: Economic analyses; research; statistical services; preparation of annual publication "International Trade", intelligence papers and specific research publications; economic analysis involved in study of development plans; plus any other questions referred to the Division by the Deputy Director-General.

Special Projects Section

Functions: Specific projects related to matters within the competence of the Department and not being the exclusive concern of one Division. In particular, the administration of the Long-Term Cotton Textiles Arrangement and other matters concerning trade in cotton textiles. The Section will work under the general direction of the Head of the Department and will report to him.

C. DEPARTMENT OF TRADE AND DEVELOPMENT

Development Division

Functions: Matters relating to the administration of Part IV of the General Agreement; functions relating to the secretaryship of the Committee on Trade and Development and the sub-groups of this Committee; trade and development problems of less-developed countries, including the practical arrangements for and implementation of work in connexion with the study of development plans; any other questions referred to the Division by the Deputy Director-General.

Special Projects (Development) Section

Functions: Major projects of analysis, in particular trade and aid studies.

International Trade Centre

Functions: Provision of trade promotion, trade information and related training services.

D. DEPARTMENT OF EXTERNAL RELATIONS

External Relations Division

Functions: Liaison with outside organizations, including United Nations, specialized agencies, Council of Europe, Organization for Economic Co-operation and Development, United Nations regional commissions, etc., non-governmental organizations; general liaison arrangements with governments and other bodies as directed by the Director-General; public relations and information; special assignments by the Director-General in the discharge of his political responsibilities; plus any other questions referred to the Department by the Deputy Director-General. The Department of External Relations will be responsible for assisting the Deputy Director-General in connexion with technical assistance to newly-independent States and in connexion with the African Training Courses.

Information and Public Relations Office

Functions: Public relations; relations with press (briefing and press communiqués); dissemination of information on the GATT, including written articles, lectures; co-ordination of arrangements for printing.

E. DEPARTMENT OF CONFERENCE SERVICES AND ADMINISTRATION

Conference Secretariat Division

Functions: Functions pertaining to secretaryship of the CONTRACTING PARTIES and Council; depository functions relating to the Protocols and other Instruments deposited with the Director-General; official protocol; correspondence procedures; formalities pursuant to accession under Article XXVI or Article XXXIII; control and distribution of documents and general guidance concerning priorities; plus any other questions referred to the Division by the Deputy Director-General. Mr. F.A. Haight will assist the Deputy Director-General in the administration of the In-Service Training Programme.

Administrative and Financial Division

Functions: Recruitment and personnel administration on the basis of the staff regulations. Budget preparation and control. All financial operations, including payments and accounts and investments.

Internal and general services, including procurement, travel, maintenance, conference arrangements, etc.

Reproduction and duplication of documents.

Languages Division

Functions: Interpretation from and into the official and working languages at meetings of the CONTRACTING PARTIES and subsidiary bodies, including the fellowship programme and press conferences; translation into the official and working languages of government and secretariat documents and establishment of the French text of diplomatic correspondence; assistance in the establishment of final texts in the official and working languages of printed matters. Establishment of terminological equivalents.

ANNEX II

GATT Secretariat

OFFICE OF THE DIRECTOR-GENERAL

Room No.

E. Wyndham White	Director-General	7
Finn Gundelach	Deputy Director-General	6
H.F. Reed	Counsellor	8
W. Dufner	Economic Adviser	10
(Mrs.) M. Wilson	Executive Officer	11
(Miss) J. Breen	Administrative Officer	11
(Mrs.) D. Willard	Administrative Assistant	1
(Miss) H. Harman	Secretary	1

Registry

(Miss) E. Marn	Chief, Registry	9
(Mrs.) L. Baussant	Clerk	9
(Miss) G. Charles	Clerk	9

In-Service Training Programme

*F.A. Haight	Director of In-Service Training Programme	3
*A. Halliday	Economic Affairs Officer	45
** (Mrs.) D. Willard	Administrative Assistant	1

DEPARTMENT OF TRADE POLICY AND INTELLIGENCE

G. Patterson	Assistant Director-General	12 (from 27.1.66)
(Mrs.) M. Feinsilber-Eytan	Administrative Assistant	24
(Vacant)	Clerk-Stenographer	
(Mrs.) J.M. Bierman	Clerk	24
(Miss) P. Inggs	Clerk-Stenographer	35
(Miss) R. Kinnear	Clerk-Stenographer	35
(Miss) F. Graver	Clerk-Stenographer	35
(Mrs.) M. Savoie	Clerk-Typist	24

General Division

R. Hancke	Director of Division	22
G. Maggio	Counsellor	28
(Mrs.) M. Potter	Counsellor	26
A. Linden	Economic Affairs Officer	29
P. Williams	Economic Affairs Officer	25
(Mrs.) N. Mathez	Administrative Assistant	27

\*Also listed under Conference Services Division

\*\*Also listed under Office of the Director-General

<u>Agricultural Division</u>		<u>Room No.</u>
J.-M. Lucq	Director of Division	19
H. van Tuinen	Counsellor	17
(Vacant)	Senior Economic Affairs Officer	
H. Kraus	Economic Affairs Officer	18
A. Rau	Economic Affairs Officer	15
M. Zahid	Economic Affairs Officer	14

<u>Trade Intelligence Division</u>		
Ph. Carré	Director of Division	114
(Vacant)	Counsellor	
O.P. Mathur	Economic Affairs Officer	
N. Marian	Economic Affairs Officer	146
N. Grosse	Economic Affairs Officer	147
G. Thorn	Economic Affairs Officer	148
L. Till	Senior Statistical Officer	121
(Mrs.) S. Freeman	Statistical Officer	119
(Mrs.) F. Hubert	Ass't. Statistical Officer	116
(Mrs.) A. Neher	Statistical Assistant	118
(Miss) G. Piat	Statistical Assistant	118
(Mrs.) B. Frigeri	Statistical Assistant	117
(Miss) A. Masgeik	Statistical Assistant	117
(Mrs.) M.T. Bolle	Statistical Clerk	120
(Miss) N. Pittet	Secretary	130
(Miss) A. Burns	Clerk-Stenographer	130

<u>Special Projects</u>		
J. Norbom	Counsellor	44
M.A. Salib	Economic Affairs Officer	42
(Mrs.) P. De Mello	Ass't. Economic Affairs Officer	47
(Miss) E. Sellar	Statistical Assistant	41
(Mrs.) M. Eivers	Secretary	43

DEPARTMENT OF TRADE AND DEVELOPMENT

M.G. Mathur	Assistant Director-General	142
(Miss) V. Simpson	Secretary	141

<u>Development Division</u>		
C. Shih	Director of Division	143
J. Tumlrir	Counsellor	134
H. Leonhardt	Economic Affairs Officer	138
D. Peart	Economic Affairs Officer	136
(Vacant)	Economic Affairs Officer	
I. Jaffrey	Economic Affairs Officer	131
T. Takase	Economic Affairs Officer	137
Z. Sindelar	Economic Affairs Officer	139

Development Division (Cont'd)

		<u>Room No.</u>
J.R. Davies	Research Officer	133
S. Brankovic	Research Officer	132
(Mrs.) D. Clark	Senior Clerk	141
(Miss) R. Knight (temp.)	Clerk-Stenographer	140
(Miss) S. Craven (temp.)	Clerk-Stenographer	140
(Vacant)	Clerk-Stenographer	

International Trade Centre

H.L. Jacobson	Director of Centre	111
V.E. Santiapillai	Deputy Director	109
(Mrs.) J. Rigoulet	Clerk	108

Market Information Section

Ch. d'Assier de Boisredon	Economic Affairs Officer	114
J. Gibbons	Economic Affairs Officer	115
(Mrs.) P. Lundgren	Trade Information Officer	106
(Miss) P. Mettraux	Clerk-Stenographer	112

Documentation

(Vacant)	Clerk-bibliographer	110
(Miss) S. Hug	Clerk-Typist	110

Publications (Magazine)

S. Skuncke	Counsellor	107
R. de Viana	Trade Promotion Officer	112
J.P. Martin (temp.)	Administrative Assistant (Editorial)	128
(Miss) F. Isoré (temp.)	Circulation Clerk	108

Publications (Non-periodicals)

A. Hatt-Arnold	Economic Affairs Officer	113
(Miss) D. Meyer	Clerk-Stenographer (bilingual)	128

Training Section

F. Liebich	Counsellor	116
(Miss) M. Gresham	Clerk-Stenographer	112

DEPARTMENT OF EXTERNAL RELATIONS

		<u>Room No.</u>
A. Balensi	Assistant Director-General	32
(Mrs.) M. Brunetti	Administrative Assistant	33

External Relations Division

G. Hortling	Counsellor	34
M. Monsalve	Counsellor	23
(Mrs.) M. Boshell (temp.)	Secretary (bilingual)	33

Information and Public Relations Office

R. Ford	Chief of Office	36
(Vacant)	Information Officer	
(Miss) M. Parmentier	Administrative Officer	37
(Miss) M. Doess	Assistant Librarian	38
(Mrs.) P. Vallier	Sales Clerk	129
(Mrs.) J. Watson	Clerk-Indexer	38
(Miss) E. Bernasconi	Clerk	39
(Miss) G. Guinchard	Clerk-Stenographer	40
(Miss) M.C. Stephan	Clerk-Typist	06
G. Basile	Clerk	40

DEPARTMENT OF CONFERENCE SERVICES AND ADMINISTRATION

D.P. Taylor	Head of Department	5
(Mrs.) J. Rosenthal	Secretary	4

Conference Secretariat Division

*F.A. Haight	Director of Division	3
*A. Halliday	Economic Affairs Officer	45
(Vacant)	Assistant Economic Affairs Officer	
(Mrs.) N. Haefeli	Documents Officer	56
(Miss) S. Niklaus	Conference Officer	2
(Miss) R. Willes	Stenographer	4
(Mrs.) I. Zofka	Documents Clerk	56
(Miss) E. Parry	Clerk	48
(Vacant)	Clerk-Stenographer	
(Miss) A. Chinnery	Clerk (Conference)	4

Administrative and Financial Division

H. Ph. Sobels	Director of Division	61
(Miss) B. Hudson	Administrative Assistant	63

\*Also listed under In-Service Training Programme



(a) Personnel Section

		<u>Room No.</u>
Y. Ogaard	Personnel Officer (Chief of Section)	59
(Mrs.) J. Aebischer	Assistant Personnel Officer	60
(Miss) E. Sester	Senior Clerk	62
(Miss) C. Déprès	Clerk-Stenographer	62
(Miss) J. Morgan	Clerk	62
(Vacant)	Clerk-Typist	

(b) Internal Services and Travel Section

J.-J. Waldvogel	Administrative Officer (Chief of Section)	58
(Mrs.) S. Ciszewski	Clerk	66
(Vacant)	Clerk	
R. Banderet	Inventory Clerk	57
(Miss) D. Colongo	Clerk-Typist	66
R. Abate	Driver	Hall - Annex I
H. Raposo	Driver	Hall - Annex I
M. Malavallon	Driver	Hall - Annex I
E. Bachmann	Caretaker-Gardener	Domicile
A. Tissot	Messenger-Driver	Hall - Annex II
G. Bergier	Messenger-Driver	03
C. Gerlier	Messenger-Driver	Hall - Annex I
L. Pattey	Messenger-Driver	03
G. Portella	Messenger-Driver	Hall - Annex II
(Vacant)	Messenger-Driver	
J. Beckett	Doorkeeper	Hall - Bocage

(c) Budget and Control Section

E. von Holzen	Budget and Control Officer (Chief of Section)	73
U. Santuccio	Ass't Budget and Control Officer	71
L. Raigrodski (temp.)	Senior Finance Clerk	71
(Mrs.) M.R. Hausler	Finance Clerk	71

(d) Finance and Accounts Section

J.-J. Tanquerel	Finance and Accounts Officer (Chief of Section)	96
H. Béral	Ass't Finance and Accounts Officer	98
(Vacant)	Senior Finance Clerk	
J. Chang-Wailing	Finance Clerk	98
(Mrs.) A. Bonnefond (temp.)	Finance Clerk	98
(Vacant)	Finance Clerk	

(e) Documents Reproduction Section

Room No.

A. Richard	Clerk	101
(Mrs.) R. Dubal	Clerk	101
R. Armuzzi	Clerk	101
(Vacant)	Clerk	

(f) Stenographic and Typing Section

(Miss) O. Baghdassarian	Chief of Section	55
(Mrs.) C. Neuwirth	Deputy Chief of Section	55

English Pool

(Miss) L. Polson	Supervisor	54
(Miss) C. Ostan	Stenographer	53
(Miss) B. Pearce (temp.)	Stenographer	53
(Miss) D. Briddon	Stenographer	68
(Mrs.) P. Fisher	Stenographer	69
(Miss) B. Moore (temp.)	Stenographer	53
(Miss) M.T. Morrissey (temp.)	Stenographer	53
(Miss) H. Sollis (temp.)	Stenographer	
(Miss) V. Warring (temp.)	Typist	
(Mrs.) A. Cappuccini	Typist	69
(Miss) E. Tribe	Typist	68

French Pool

(Mrs.) G. Bénard	Supervisor	54
(Mrs.) G. Sanchez	Stenographer	67
(Miss) J. Scaler	Stenographer	52
(Mrs.) J. Strushen	Stenographer	51
(Miss) I. Syord	Stenographer	51
(Miss) L. Passelecq	Stenographer	67
(Mrs.) H. Geisser	Stenographer	67
(Mrs.) J. Chappuis	Stenographer	52
(Miss) A. Bovay	Stenographer	67
(Mrs.) J. Plaindoux	Stenographer	52
(Mrs.) J. Maritz	Stenographer	67
(Miss) D. Liechti	Stenographer	67
(Vacant)	Typist	
(Vacant)	Typist	

Spanish Pool

L. Marques-Flores	Stenographer	50
(Miss) M. Paredes	Stenographer	50
(Miss) A. Moral	Stenographer	50
(Vacant)	Stenographer	

<u>Languages Division</u>		<u>Room No.</u>
R. Glémet	Director of Division	84
P.Y. Garaud	Reviser	86
J. Hanus	Reviser	75
E. Hernandez	Translator-Reviser	90
G. Lafrance	Interpreter-Translator	85
F. Ronkin	Interpreter-Translator	80
C. Namy	Interpreter-Translator	85
H. Zwerner	Interpreter-Translator	80
E. Pic-Manaïme	Interpreter-Translator	74
(Mrs.) J. Schmit	Translator	79
J. Hugueney	Translator	77
(Mrs.) A. de Heney	Translator	78
(Mrs.) G. Sire-Pleic	Translator	76
J.-C. Lagorce	Translator	88
M. Alvarez-Miranda	Translator	87
(Mrs.) D. Arnaud	Administrative Assistant	83
C. Lambert	Clerk	82