

GATT Office Circular No. 181

A. EXTERNAL RELATIONS SECTION - OFFICE OF DIRECTOR-GENERAL

With effect from 1 January 1969 the functions of the External Relations Section in the Office of the Director-General will cover:

Relations with international organizations and other bodies;

Public Relations and Public Information;

Training.

In addition to being responsible to the Director-General for these specific activities, Mr. H. Dittmann (Assistant Director-General), Special Assistant, External Relations Section, will continue to keep the Director-General informed, as necessary, of developments in national policies.

I. Relations with international organizations and other bodies

Communications

1. Apart from correspondence concerning the UNCTAD/GATT Trade Centre and correspondence relating solely to administrative and financial matters, for which there are special arrangements, all official communications received in the secretariat from international organizations and other intergovernmental and non-governmental bodies will, in the first place, be sent to the External Relations Section. All official replies to such organizations or bodies will normally be signed by the Special Assistant in charge of the Section, except when the status of the addressee or the policy character of the communication requires signature by the Director-General (see Correspondence Procedures in GATT Office Circular No. 89/Rev.1); in this case, a draft reply will be submitted to the Director-General by the External Relations Section. There will, of course, continue to be occasions when senior officials of the secretariat will be in direct, informal communication with officials of other international organizations and bodies; in these cases, copies of such communications should normally be sent to the External Relations Section.

2. If a communication from an international organization or other body calls for no reply, the External Relations Section will, as necessary, direct such communication to the Department or Departments concerned with the subject matter for their information or necessary action.

3. Where a reply or the preparation of a paper is required, the External Relations Section will normally, after consultation with the Head of the substantive Department concerned, initiate the preparation of the reply or

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paper. The final text must, however, in all cases, be agreed to by the Head of the substantive Department concerned before despatch; where the subject matter makes it necessary, it should also be submitted to the Director-General for approval.

4. Heads of Departments will see to it that the External Relations Section is kept promptly informed of developments within the work and activities of their Departments.

Representation at Meetings

5. The Special Assistant, External Relations Section, will consult with the Head or Heads of Department concerned about GATT representation at meetings of other organizations or bodies. When meetings are being held outside Geneva, he will also clear with the Assistant Director-General, Department of Conference Affairs and Administration, that the necessary budgetary provision is available. Normally, if the substance of matters to be discussed at any such meetings falls within the competence of a Department of the secretariat, the Head of this Department should indicate whether he himself would wish to lead the GATT delegation and/or who from his Department should number among the GATT representatives. In every case, the proposed GATT representation should be submitted to the Director-General for his approval.

II. Public relations and public information

6. The Special Assistant, External Relations Section, will supervise: the work of the Information and Library Services; relations with the press; and the preparation and dissemination of information on the work of GATT, including the giving of lectures.

III. Training

7. The Special Assistant, External Relations Section, will be responsible for the administration of all training activities undertaken by the secretariat. As at present, the Heads of Department concerned will be consulted when programmes for training courses are being drawn up by the External Relations Section.

B. DEPARTMENT OF CONFERENCE AFFAIRS, LIAISON AND ADMINISTRATION

With effect from 1 January 1970⁶⁹, the above Department will become the Department of Conference Affairs and Administration.

O. Long
Director-General