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staff member

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GATT Office Circular No. 294

ORGANISATIONAL CHANGES

1. The Electronic Data Processing unit and the Registry are two units that provide services to the Secretariat as a whole. The changes described below are designed to give emphasis to the central nature of those services.

A. Electronic Data Processing

2. The GATT is on the threshold of major developments designed to equip this organisation with the kind of information systems and office technology it needs to carry out its future work, and to meet the requirements of the Contracting Parties. Details of what is envisaged were given in the report of the Task Force on office automation which was circulated in Administrative Memorandum No. 720 of 14 October 1988.

3. As an initial step, I have decided to give effect to one of the measures proposed by the Task Force, namely the establishment as a separate organisational entity of the Electronic Data Processing Unit, at present part of the Economic Research and Analysis Unit.

4. Pending further decisions to be taken on the basis of the consultancy studies recommended by the Task Force, the Electronic Data Processing Unit will report to Mr. Carlisle, and will be under the responsibility of Mr. Vigogne.

5. A Users' Committee will be established, made up of the directors of all user divisions, to guide the Unit in its work and resolve problems of priority-setting that may arise. The Committee will be chaired, each time it has to meet, by the most senior director present at the meeting.

6. With regard to office-automation, another office-wide concern, I have decided that Mr. Bottazzoli and Mrs. Sesar Eberle, who have been reporting on an interim basis to Mr. Chabert, should be part of the Electronic Data Processing Unit.

7. The effective date of these changes is 1 December 1988.

B. Registry

8. I have decided to transfer the Registry from the Department of Coordination and Administration to the Director-General's office. Mrs. Baussant, who will continue to have full responsibility for its work, will report to Mr. Hussain. Miss Murphy will lend assistance as required.

9. This change has already entered into effect.

Arthur Dunkel
Director-General