

GATT Office Circular No. 309

OFFICE AUTOMATION - ELECTRONIC DATA PROCESSING  
DECISION MAKING

I have decided that from 1 January 1990:

1. The Statistics and Information Systems Division (SISD) will assume responsibility for developing a comprehensive plan for informatics in GATT, the implementation of which will take place on a phased basis. This means that SISD's responsibilities will encompass:
  - (a) questions relating to Office Automation (OA) and Electronic Data Processing (EDP) including the evaluation of Divisional requests for equipment, information, etc. and consequently, the yearly OA and EDP budgetary requests;
  - (b) making proposals to the EDP Steering Committee (see paragraph 2 (a)) on policy objectives with regard to information systems and carrying out the implementation of these policies once approved by the latter.
  
2. In order to ensure maximum co-operation by all Divisions and Units of the Secretariat the following organizational structure will enter into force:
  - (a) The present Users' Committee will be strengthened and henceforth become an EDP Steering Committee which will be chaired by Mr. C.R. Carlisle and composed of all Divisional Directors. The EDP Steering Committee will approve the comprehensive plan for informatics elaborated by SISD and the modalities of its yearly implementation process. The Committee will also approve the corresponding annual Divisional budgetary requests for EDP equipment before their inclusion into the draft budget proposals to be submitted to me;
  - (b) The present Office Automation Advisory Group (OAAG) will cease to exist.

Arthur Dunkel  
Director-General