

GATT Office Circular No. 70

5 September 1960

To: All Staff Members
From: The Executive Secretary
Subject: Fellowship Programme - September 1960/February 1961

1. The following officials have received fellowships from the United Nations Technical Assistance Administration to follow a training course at the GATT secretariat from September 1960 to February 1961:

Mr. S. Couvatsas (Greece)
Mr. R.A. Griffith (Trinidad)
Mr. J. Melero (Argentina)
Mr. M. Mosini (Tunisia)

2. The purpose of the fellowship scheme and the general programme of work are set out in L/424. The administrative arrangements are set out in the Annex to this document. As the participants in the scheme have or may have in the future responsibilities in the framing of the commercial or tariff policies of their governments, the training course will not be limited to the operation of GATT but will cover also the general problems which have to be taken into account in the formation of an efficient commercial policy, especially in under-developed countries. On the other hand, the course will remain practical in its methods and stress will be laid on the necessity for individual and independent work by the participants. A list of reference books will be handed to the participants on their arrival. That list indicates the books which are available at the GATT Library or at the UN Library, or those which have to be purchased by the participant. As indicated in L/424, the UN Technical Assistance Administration contributed to the purchase of such books.

3. The UN Technical Assistance Administration official responsible for the arrangements connected with the fellowships is Mr. Howard Daniel, telephone 2177, Room C-28 in the Palais des Nations.

4. The participants will spend the period 7 September to 7 October 1960 in the Trade Intelligence Division. The programme of work for that period is contained in GATT Office Circular No. 70/Add.1.

5. The Fellowship Programme will be supervised by the Deputy Executive Secretary. Mme Feinsilber (Mme Kuhne until the end of October), telephone 3471, Room 11, will be responsible for the practical arrangements of the course.

6. The Administrative Service will make arrangements at the United Nations to enable the participants who may so desire to attend the Language Courses when they begin again.

7. The programme of work for October will be issued before the end of September.

As a rule the time-table will be as follows:

10 to 11 a.m.:	short statement by a GATT official to introduce the subject for the day
11 a.m. to 4 p.m.:	free time for independent work for the preparation of the discussion on the subject of the day
4 to 6 p.m.:	discussion with the fellows on the subject of the day.

Tuesday 6 September: In the morning, installation of the fellows in their office and welcome by the Executive Secretary.

In the afternoon, the Information Officer will show the fellows the GATT Library and will introduce them to the UN Librarian. Discussion of the list of reference books and general guidance for the use of the GATT Library.

A N N E X

ARRANGEMENTS FOR THE FELLOWSHIP COURSES

1. During their stay at GATT, the government officials holding UNTAC fellowships shall be considered to be temporary members of the secretariat and, subject to the conditions of the fellowship award as determined by UNTAO, the secretariat rules and regulations shall be applicable to them.

2. The Deputy Executive Secretary shall be responsible for the fellowship programme. He shall designate an officer to take over the programme if he is absent at any time. A member of the staff shall be designated as secretary for the fellowship course and shall, under the supervision of the Deputy Executive Secretary, deal with all routine questions relating to the administration of the course, liaison with UNTAO, etc.

3. The fellows shall sign the secretariat attendance sheet. They shall report all absences from the GATT secretariat (sick leave, etc.) to the Administrative Service. Any absence without justification shall be reported by the head of the unit to which the fellows are assigned to the secretary of the fellowship course for the appropriate administrative action.

4. During the course, the UNTAO fellows will work in the various units of the secretariat. They will be considered as temporary members of each unit during their stay there, and the head of the unit will have the same responsibility with respect to their work and attendance as for the other members of his unit. The programme for the course in each unit will be prepared by the head of that unit and submitted to the Deputy Executive Secretary for approval. If there should be a change in the programme, the head of the unit will see to it that another project is assigned to the fellows or, if this is not possible, will inform the Deputy Executive Secretary, who will make alternative arrangements. When the fellows are asked to prepare a paper on a particular subject, the head of the unit shall advise the secretary of the fellowship programme, indicating the date by which the papers are to be submitted and the date on which they will be discussed.

5. Whenever, as part of the programme, the fellows are to attend meetings, the head of the unit shall make the necessary arrangements for having them briefed before the meeting commences; if pressure of work prevents him from doing so, he shall so inform the Deputy Executive Secretary, who will make the necessary arrangements.

6. There will be a study tour towards the end of each training course. The programme will be arranged by the Deputy Executive Secretary, who will designate an officer to make preparations for the tour and escort the group. During the tour, the officer escorting the fellows will be responsible for their work and regular attendance. Each of the fellows will prepare a note on part of the tour, and the escorting officer will prepare a general report on the tour for distribution to the fellows and for future reference.