

GATT Office Circular No. 95

Fourteenth Training Course

(September 1962 to January 1963)

FELLOWSHIP PROGRAMME

1. The following officials have received fellowships from the United Nations Technical Assistance Administration to follow the fourteenth training course at the GATT secretariat, held in the French language:

Mr. A. Bani-Sadr (Iran)	Mr. G. Tarda (Chad)
Mr. G. Etoh (Gabon)	Mr. G. Tony (Dahomey)
Mr. J. Moro Lopez (Spain)	Mr. C. Tsekouras (Greece)
Mr. M. Serengangou (Central Africa)	Mr. C. Tüz (Turkey)

2. The purpose of the fellowship scheme and the general programme of work are described in GATT document Spec(62)180 of 27 June 1962. The administrative arrangements are set out in the Annex to this circular. 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 less-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.

3. The Deputy Executive Secretary is responsible for the GATT Fellowship Programme. He is assisted by Mr. F.K. Liebich, Counsellor, to whom the Fellows should address themselves on all questions relating to their programme. Mr. Liebich may be contacted in Room 28 of Villa Le Bocage, telephone 3333.

4. The UN Technical Assistance Administration official responsible for arrangements connected with the fellowships is Mr. Howard Daniel. His fellowship assistant, Mrs. V. Pialoglou (Room C 20, Palais des Nations, telephone 2282), should be contacted directly by Fellows on any questions they may have to raise with Technical Assistance. Mrs. Pialoglou will also make the necessary arrangements for those Fellows who wish to participate in one of the language courses organized by the United Nations.

5. On arrival at the GATT secretariat, the Fellows will be welcomed by the Deputy Executive Secretary. Thereafter the Information Officer will show the Fellows the GATT Library and will introduce them to the UN Librarian.

6. Detailed programmes of work for the following time will be issued to each participant.

ANNEX

ARRANGEMENTS FOR THE FELLOWSHIP COURSES

1. During their stay at GATT, the government officials holding UNTAO 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 is responsible for the fellowship programme. He will be assisted by Mr. F.K. Liebich, Counsellor, who will deal with all routine questions relating to the administration of the course.
3. The Fellows shall keep regular office hours, i.e. 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m. They shall report all absences from the GATT secretariat (sick leave, etc.). Any absence without justification shall be reported by the head of the unit to which the Fellows are assigned to Mr. Liebich.
4. As a rule the time-table of work will be as follows: morning lectures will be given from 10 to 11 a.m. From 11 a.m. to 4 p.m. Fellows will have free time for independent work for the preparation of the discussion on the subject of the day. A discussion with the Fellows on the subject of the day will take place from 4 to 6 p.m.
5. During the course, the UNTAO Fellows will work in the various units of the secretariat and during their stay will be considered as temporary members of each unit. 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.
6. 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 arrange for another subject to be assigned to the Fellows or, if this is not possible, will inform Mr. Liebich who will make alternative arrangements. When the Fellows are to prepare a paper on a particular subject, the head of the unit should inform Mr. Liebich of the date by which the papers should be submitted and the date on which they will be discussed.
7. Whenever, as part of the programme, the Fellows are to attend meetings, the head of the unit should arrange for them to be briefed beforehand.
8. There will be a study tour towards the end of each training course. The programme will be arranged by the Deputy Executive Secretary. Preparations for the tour will be made by Mr. Liebich. During the tour the officer escorting the Fellows will be responsible for their work and regular attendance. Each Fellow 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.