

# WORLD TRADE ORGANIZATION

RESTRICTED

**WT/BFA/10**

**L/7640**

14 September 1995

Limited Distribution

(95-2668)

---

## **BUDGET ESTIMATES**

**1996**

---

**Proposals by the Director-General**

## **CONTENTS**

	<u>Page</u>
FOREWORD BY THE DIRECTOR-GENERAL . . . . .	3
INTRODUCTION . . . . .	5
Chapter I 1996 Budget Estimates . . . . .	13
Chapter II 1996 Income Estimates . . . . .	27
ANNEX A 1996 Proposed Budget for the WTO . . . . .	28
ANNEX B Organizational evolution since 1985 . . . . .	30
ANNEX C Table of regular staff positions . . . . .	31
ANNEX D Schedule of Temporary Assistance. . . . .	32
ANNEX E Miscellaneous Income . . . . .	33
ANNEX F Draft Scale of Contributions for 1996 . . . . .	34
ANNEX G Functional Budget: Objectives and Budgets by Division . . . . .	37

## **FOREWORD**

In developing the WTO Budget for 1996, I have made every effort to keep increases, other than those already decided upon by Members or those outside of the Secretariat's control, to a minimum. As a consequence, the budget proposals include additional requests amounting to a net increase of only 0.4% over 1995.

The overall growth is higher because it encompasses: (i) a number of unavoidable increases related to decisions already taken by the Members, and (ii) contractual commitments, inflation, etc.

The first includes the establishment for a full year of the Appellate-Body and the additional post of Deputy Director-General as well as the provision for the new posts, the creation of which was made necessary by the increased workload resulting from the WTO Agreements. These elements represent a total of Sw F 8,430,500 which have already been approved by the Members in 1995.

Details of contractual or other items outside the Secretariat's control are provided in the relevant parts of the budget proposals. At this stage, I will only mention as examples the contribution to the International Trade Centre and the taking over of the South Wing of the Centre William Rappard, etc.

My proposals also include a first tranche of 5% increase of salary for the staff in the Professional and Higher Categories and the corresponding adjustment for their pensions which are based on the entire remuneration. The corresponding net provision amounts to some Sw F 4,694,000 after taking account of the salary increases proposed in the UN common system for 1996. I would like to emphasize that the subsequent tranches of 5% will cost only Sw F 2,100,000 as the first year provides funds for the above-mentioned basic adjustment to pensions. This evaluation is based on 1996 parameters.

There is another feature that I wish to stress. For the first time the budget proposals are also presented in a functional form. This presentation corresponds to a request of the Members as a consequence of the Management Review undertaken by the outside Consultants in 1994. This should assist Members to better assess the cost of the various activities of the Secretariat. It should also improve Secretariat efficiency by giving individual Directors more responsibility for financial decisions.

I trust that in this brief foreword I have demonstrated the evidence of my intent to assure that the WTO Members have a smooth running, professional and efficient Secretariat to assist them in meeting the ambitious challenge ahead of us.

Renato Ruggiero  
Director-General

## **INTRODUCTION**

1. The Director-General hereby submits his budget estimates for the expenses and income of the World Trade Organization (WTO) for 1996.

2. The total budget estimates amount to Sw F 121,552,703. An analysis of the increase of Sw F 16,163,203 over the 1995 budget of Sw F 105,389,500, however, shows that almost all of the increase is due to decisions already taken by the General Council on recommendations of the Committee on Budget, Finance and Administration with respect to additional resources, the additional post of Deputy Director-General, the Appellate Body, etc., and the proposed changes in salaries and pensions. Other than these increases, the proposed budget includes an increase of 0.40 per cent in comparison with the approved 1995 budget as follows:

	Sw F	%
Overall increase in proposed 1996 budget	16,163,203	15.33
Inflation, statutory increases/decreases and consequences of decisions taken in 1995	(11,046,003)	(10.48)
Adjustment to salaries and pensions	(4,694,000)	(4.45)
<b>Other growth</b>	<b>423,200</b>	<b>0.40</b>

## **Synthesis of Determining Elements in the 1996 Budget Proposals**

### **Overall Increase**

3. The overall increase in the 1996 budget proposals is based on (i) decisions previously taken and additional expenditure approved with regard to the wider scope of the Organization, (ii) statutory elements and other changes over which the WTO Secretariat has no control, (iii) savings effected with regard to the 1995 budget, (iv) other requirements for 1996, and (v) the proposal to adjust salaries and pensions. The corresponding breakdown is as follows:

Summary Elements	Increase/ (decrease) over 1995 Sw F	% of increase/ (decrease)
(i) Decisions previously taken on the wider scope and new responsibilities of the WTO	8,667,900	8.22
(ii) Statutory elements and other changes over which the WTO Secretariat has no control	2,378,103	2.26
(iii) Savings effected	(1,225,000)	(1.16)
(iv) Other requirements for 1996	1,648,200	1.56
(v) Adjustment to salaries and pensions	4,694,000	4.45
<b>TOTAL</b>	<b>16,163,203</b>	<b>15.33</b>



## Details of Summary Elements

### (i) Decisions Previously Taken on the Wider Scope and New Responsibilities of the WTO

#### Additional post of Deputy Director-General

4. During the consultations on the appointment of a new Director-General, an understanding was reached on the creation of an additional post of Deputy Director-General. The General Council invited the Committee on Budget, Finance and Administration to take up this question (WT/GC/M/2). The Committee subsequently recommended the financing of the new post (WT/BFA/4, L/7629) which was approved by the General Council (WT/GC/M/4). Funding for a full year is included in the 1996 estimates.

#### New posts as from 1 January 1996

5. The Committee on Budget, Finance and Administration considered during 1995 the proposals of the Director-General for strengthening the WTO Secretariat in the light of the new subjects arising from the Uruguay Round negotiations. They recommended that the Director-General be authorized, within the limits of his proposal and the guidelines set by the General Council, to recruit staff at a cost not to exceed Sw F 7,800,000 for 1996 (WT/BFA/5, L/7631). The recommendation was subsequently approved by the General Council (WT/GC/M/5). Within the funds available, 37 Professional and 10 General Service posts will be created effective 1 January 1996.

#### The Appellate Body

6. In accordance with Article 17 on the Understanding on the Rules and Procedures Governing the Settlement of Disputes (Annex 2 of the *Marrakesh Agreement Establishing the World Trade Organization*), the Appellate Body was established. Funds were provided in the 1995 budget for the start-up costs and functioning of the Body for 6 months. The amount included in the 1996 budget proposals represents the additional funding required for a full year.

#### The Permanent Group of Experts

7. Under Article 24 of the Agreement on Subsidies and Countervailing Measures (Annex 1A of the *Marrakesh Agreement Establishing the World Trade Organization*), the establishment of a Permanent Group of Experts (PGE) foreseen under the Committee on Subsidies and Countervailing Measures. The Committee on Budget, Finance and Administration recommended that funding for the PGE be included in the 1996 budget of the WTO (WT/BFA/7, L/7634).

### Ministerial Conference

8. As stipulated in the WTO Agreement, the first Ministerial Conference should take place no later than 31 December 1996. At its first meeting, the General Council agreed by consensus that the first Ministerial Conference would be held in Singapore (WT/GC/M/1). It is recalled that all expenses in excess of those which would have been incurred if the Conference were held in Geneva are borne by the host Government.

### Financial implications

9. The following table shows the financial implications of the above-mentioned elements:

Decisions taken in 1995 on the wider scope and new responsibilities of the WTO	Increase over 1995 Sw F	% of increase
Additional post of Deputy-Director General	344,000	
New posts as from 1.1.96	7,800,000	
Appellate Body	286,500	
Permanent Group of Experts	137,400	
Singapore Ministerial Conference	100,000	
<b>TOTAL</b>	<b>8,667,900</b>	<b>8.22</b>

### **(ii) Elements over which the WTO Secretariat has no control**

#### Exchange Rate

10. The budget for 1995 was based on an exchange rate of US\$1/Sw F 1.40. For the 1996 budget proposals, a rate of US\$1/Sw F 1.25 has been used, based on the average UN rate of exchange for the last twelve months. The impact of this change is found under Section 1, Professional Salaries and Pensions as well as under the component for Insurance under Section 19: Staff Overhead Costs.

#### Inflation

11. This element is based on information provided by Swiss banks of a rate of 2 per cent, except where other indicators exist, and only applied selectively.<sup>1</sup>

---

<sup>1</sup> Inflation, as selectively applied, accounts for 0.23 per cent over the 1995 approved budget.

### Statutory Common Staff Costs/Salaries

12. The 1996 budget proposals incorporate adjustments relating to current year provisions when elements actually accorded differed from what had been foreseen.<sup>2</sup> They also include adjustments for 1996 based on information currently available. With regard to Professional staff salaries, in addition to the continuation in 1996 of adjustments decided in 1995 by relevant common system bodies, increases of 2 per cent (as from 1 March 1996) and 2.3 per cent (as from 1 July 1996) are included in the estimates. For pensions, a 4 per cent increase in pensionable remuneration for Professional staff is foreseen in November 1995 and 1996, while there is no increase foreseen either in salaries or in pensionable remuneration for General Service staff. Family allowances have been decreased for General Service entitlements arising after 31 August 1995; no change is foreseen for language allowances.

### Contribution to the International Trade Centre (ITC)

13. On the basis of a mandate recommended by the Committee on Budget, Finance and Administration (WT/BFA/2, L/7626) and approved by the General Council (WT/GC/M/3), discussions with the United Nations (UN) in New York have taken place with a view to restoring the control function of the WTO/GATT in the ITC budget process. As a result, the ITC budget would cover a calendar year, be presented in Swiss francs, and be formulated using exchange rates and inflation factors decided upon jointly between the ITC and the WTO in consultation with the United Nations. The ITC budget would be first scrutinized by the WTO Budget Committee and then reviewed by the Advisory Committee on Administrative and Budgetary Questions (ACABQ) in the light of the WTO Budget Committee's recommendation.

14. It is foreseen that the above-mentioned changes in the ITC budget process would be effective for the 1997 budget. In the meantime, and pending finalization of the new agreement, the 1974 arrangement between the United Nations and the GATT is maintained.

### Headquarters Agreement

15. The Headquarters Agreement signed with the Swiss authorities provided for the donation of the Centre William Rappard (CWR) to the WTO<sup>3</sup>. In addition, the Swiss authorities are responsible for basic maintenance work in the CWR, while the WTO is responsible only for day-to-day maintenance. The Agreement also stipulated that some work may be financed on a lease basis.

---

<sup>2</sup> The 1995 budget provided for a salary increase of 4 per cent for General Service staff as from 1 January 1995 but no increase was accorded.

<sup>3</sup> The annual rental cost in 1994 of the part of the CWR occupied by the WTO/GATT (about one-half of the building) was Sw F 2,400,000.

### Reimbursement of the 1994 Withdrawal from the Working Capital Fund

16. An amount of Sw F 67,803 was withdrawn from the Working Capital fund to partially finance the 1994 Supplementary Budget, as authorized by the GATT Council (C/M/275). In accordance with the Rules Governing the Use of the Fund, this amount is included in the 1996 budget proposals.

### Interpretation for the Trade Policy Training Course

17. Every second year one of the Trade Policy Training Courses is held for Spanish-speaking officials. As this will be the case in 1996, a corresponding credit is included under Professional Temporary Assistance to provide for interpretation.

### Financial Implications

18. The following table shows the financial implications of the above-mentioned elements:

Elements over which the WTO Secretariat has no control	Increase/ (decrease) over 1995 Sw F	% of Increase
Difference in planning rate of exchange	(542,000)	
Inflation (2%)	246,800	
Statutory salary/common staff costs	1,434,500	
ITC	803,000	
Terms of Headquarters Agreement:		
- normal maintenance work CWR	230,000	
- works financed on lease basis	95,000	
Reimbursement of 1994 withdrawal from Working Capital Fund	67,803	
Trade Policy Training Course interpretation	43,000	
<b>TOTAL</b>	<b>2,378,103</b>	<b>2.26</b>

### **(iii) Savings Effected**

#### Takeover of the South Wing CWR

19. In view of the takeover of the South Wing of the CWR, it is possible to delete funds related to the rental of offices outside the CWR and the purchase of furniture.

Maintenance of Gardens

20. Under the terms of the Headquarters Agreement, the Organization will no longer need to provide funds for the maintenance of gardens surrounding the CWR.

Net decrease for Temporary Assistance

21. The transfer of Temporary Assistance (TA) funds into posts, mainly for Translation and Documentation Services and the additional funds for translation requirements approved for 1995 (WT/BFA/4, L/7629), results in a net overall decrease. The allocation in the proposed 1996 budget is accordingly reduced.

Financial Implications

22. The following table shows the financial implications relative to the above-mentioned decreases.

Decreases from 1995 approved budget	Decrease over 1995 Sw F	% of increase
Garden maintenance fees	(122,000)	
Rental of offices outside CWR	(301,000)	
South Wing deletions	(311,000)	
Net result of TA for translation and documentation services	(491,000)	
<b>TOTAL</b>	<b>(1,225,000)</b>	<b>(1.16)</b>

**(iv) Other Requirements for 1996**

Electronic Data Processing (EDP) and Documents Reproduction and Distribution (Roneo)

23. The increase for EDP, as for Documents Reproduction and Distribution, cut across various budgetary sections. The relevant increases can be summarized in the following tables:

EDP	Sw F
Permanent equipment (purchase and leasing)	1,068,200
Expendable equipment	15,000
Contractual Services	(422,200)
Maintenance	(53,800)
Consultants	-
<b>TOTAL</b>	<b>607,200</b>

24. The increase for Documents Reproduction and Distribution as outlined below reflects discussions on the 1995 budget proposals in the Committee on Budget, Finance and Administration to phase in the introduction of more modern equipment. It will be recalled that the initial proposals for this activity in the 1995 budget amounted to Sw F 2,204,000.

Documents Reproduction and Distribution	Sw F
Permanent Equipment (purchase and leasing)	(513,500)
Expendable Equipment (supplies)	(92,000)
Contractual Services	983,000
Staff resources	-
<b>TOTAL</b>	<b>377,500</b>

#### Financial Implications

25. The table below provides information on the financial implications of additional requirements for 1996. Aside from the elements for EDP and Roneo, the details of the proposed increases are found under the specific sections and detailed in Chapter I of the budget proposals.

Additional requirements for 1996	Increase over 1995 Sw F	% of increase
Professional Temporary Assistance	114,000	
General Service Temporary Assistance	75,000	
Missions	170,000	
EDP	322,200	
Printing	126,000	
Document Reproduction (Roneo)	377,500	
Postage	80,000	
Permanent Equipment	152,300	
Expendable Equipment	51,800	
Contractual Services	48,000	
Insurance	21,000	
Building Facilities	15,000	
Training	10,000	
Net result of various increases/(decreases)	85,400	
<b>TOTAL</b>	<b>1,648,200</b>	<b>1.56</b>

**(v) Adjustment to Salaries and Pensions**

26. The proposed adjustment to salaries and pensions reflects the Ministerial Decision taken at Marrakesh on 14 April 1994 on the organizational and financial consequences flowing from the implementation of the *Marrakesh Agreement Establishing the World Trade Organization*. The 1996 budget proposals include a first tranche of 5 per cent salary increase for Professional staff and the corresponding adjustment for pensions which are based on total remuneration. The total costs of the adjustment are Sw F 6,270,000. The proposed provision for 1996, which is a net amount taking into account salary increases proposed in the common system, represents Sw F 4,694,000 for 1996. Subsequent tranches of 5 per cent have been estimated at Sw F 2,100,000 as it is only in the first year that the principal adjustment to pensions (change in the level of pensionable remuneration) will be felt.

**Functional Budget**

27. In the light of the Management Review undertaken by Deloitte & Touche in 1994 and subsequent discussions in the Committee on Budget, Finance and Administration, the 1996 proposals are presented in Annex G at the functional/divisional level. This presentation includes a statement of each Division's objectives for 1996 and information on the staffing of the Division and its budget proposals.

28. In this way, the WTO Secretariat is responding to the suggestions and concerns of Members, establishing the foundation for performance-based evaluation and enhancing the responsibility of Directors as managers. It is foreseen that reporting will be both at the overall and divisional levels.

\* \* \* \* \*

## CHAPTER I.

### 1996 BUDGET ESTIMATES

#### Part A. Professional Staff<sup>4</sup>

Parts A. and B. of the budget proposals cover all salary, pension and common staff costs for those staff in regular positions and those hired under temporary assistance. For regular staff, standard costing has been used. Standard costs are composed of a number of elements under Salaries and Common Staff Costs; they can vary from year to year with changes in the cost of living, conditions of service, places of recruitment, number of expected retirements and home leave (authorized every second year).

#### Section 1 - Work/Years

Sw F 44,294,000

29. The standard costs for Professional staff consist of three elements: salary (composed of base salary and post adjustment), contributions to the United Nations Joint Staff Pension Fund (UNJSPF) and other common staff costs.

#### Standard Costs

30. Following is the composition of standard costs for the Professional category for 1996:

Standard Costs for the Professional Category	Sw F
a) Salary (base salary and post adjustment)	134,700
b) Contribution to the UNJSPF	16,900
c) Other common staff costs:	
- sickness insurance	5,000
- installation grants	3,300
- travel and removal	3,400
- family allowances	2,800
- education grants	6,500
- home leave travel	1,300
- various other staff costs (separation payments, assignment and repatriation grants, and rental subsidy)	<u>3,300</u>
	25,600
<b>TOTAL</b>	<b>177,200</b>

---

<sup>4</sup> Except where otherwise stated, reference in this document to Professional level staff should be read as including Higher Category Staff.



31. The 1996 standard costs for salary (base salary and post adjustment) as well as for pensions are together Sw F 6,800 less than those used for 1995 in spite of the adjustments proposed by the International Civil Service Commission (ICSC) for 1996 for salaries and pensions. The reasons for this situation are largely due to changes in the dollar rate from the 1995 budget as well as the fact that new staff are recruited at lower grades than the average of previously hired staff. Other common staff costs, on the other hand, show an increase of Sw F 8,500 due to greater education grant entitlements as well as the impact on travel and removal costs and installation grants for the 37 new Professional staff as from 1 January 1996.

*a) Salary (Sw F 33,672,000)*

32. The estimate represents the cost of salary and post adjustment for 250 work/years in the Professional category, including the 4 posts under the Appellate Body and the 37 new Professional posts to be created as of 1 January 1996. The basis for the estimate is the United Nations Common System salary structure and the proposed changes for both 1995 and 1996. With regard to salaries, a decision has been taken by the ICSC to make a technical correction relating to double discounting of the pension contribution in post adjustment, which will result in an increase of 2 per cent in salaries effective 1 November 1995. In addition, the ICSC has recommended to the United Nations General Assembly that adjustments be made in 1996 to restore the Professional salaries margin to its mid-point of 115 per cent vis-à-vis the comparator civil service. The first adjustment is recommended for 1 March 1996 and would affect the base salary scale, resulting in an average increase of 2 per cent. The second is recommended for 1 July 1996 and would be effected through an increase in the post adjustment, reduced in Geneva by concurrent changes to the method of determining the Geneva post adjustment multiplier; the net effect of this second adjustment would be an increase of 2.3 per cent.

*b) Contribution to the United Nations Joint Staff Pension Fund (Sw F 4,233,000)*

33. The 1996 budget provision is based on Resolution 44/199 of the United Nations General Assembly that, effective 1 January 1990, an organization's contribution to the UNJSPF would be 15.8 per cent, and the participant's rate of contribution 7.9 per cent. It is anticipated that there will be increases of 4 per cent in pensionable remuneration effective 1 November 1995 and 1 November 1996.

*c) Other Common Staff Costs (Sw F 6,389,000)*

34. The estimate for Common Staff Costs includes provision for sickness insurance, family allowances, education grants, travel on home leave, installation grants, travel and removal and such other common staff costs as assignment grants, repatriation grants and rental subsidies. These costs have been calculated in accordance with the entitlements under the United Nations Staff Regulations. They are based on the actual situation with regard to the Professional staff, including projected retirements, and allow for the turnover of two Professional staff.

Section 2 - Temporary Assistance

Sw F 5,528,000

35. The estimate for Professional category temporary assistance covers mainly interpreters and translators. It includes the provision for other Professional level temporary assistance and consultants. The common staff costs related to temporary assistance such as travel, compensation for leave not taken upon leaving the organization and sickness insurance are also provided for.

36. As mentioned in the Introduction, additional resources were provided in 1995 for translation and documentation services in recognition of the fact that the volume of documents had augmented significantly. The current proposals contain a provision for the continuation of these resources, the costs of which have been offset by the incorporation into posts of resources formerly provided under temporary assistance, leading to a reduction of Sw F 357,000. Statutory increases amount to Sw F 123,500 and an amount of Sw F 114,000 in additional resources is requested for 1996. The overall proposed credit of Sw F 5,528,000 for 1996 shows a decrease of Sw F 119,500 from the 1995 provision of Sw F 5,647,000. For details of Professional temporary assistance, please refer to Annex D.

37. The need for interpreters under Temporary Assistance is dictated by the number and timing of meetings and panels. Temporary Assistance translators, on the other hand, are required to handle the volume of documentation which has increased dramatically.

## Part B. General Service Staff

### Section 3 - Work/Years

Sw F 30,060,200

38. Standard costs for General Service staff consist of three elements: salary, contribution to the UNJSPF and other common staff costs.

### Standard Costs

39. Following is the composition of standard costs for the General Service category for 1996:

Standard Costs for the General Service Category	Sw F
a) Salary	83,700
b) Contribution to the UNJSPF	17,900
c) Other common staff costs	
- sickness insurance	4,500
- family allowances	4,900
- language allowances	1,000
- education grants	700
- home leave travel	300
- various other staff costs (installation, assignment and repatriation grants, rental subsidy, travel and removal, separation payments and non-residency allowances)	<u>1,300</u>
	12,700
<b>TOTAL</b>	<b>114,300</b>

40. The standard General Service cost for 1996 shows a decrease of Sw F 8,100 in comparison with costs projected for 1995. This is mainly due to the fact that the salary increase foreseen for 1995 was not accorded as well as to the effective salary freeze in 1996 for the majority of General Service staff (i.e. those in post prior to 1 September 1995) and the lower scale for those hired on or after that date.

#### a) Salary (Sw F 22,003,000)

41. The provision covers 263 work/years including 2 work/years under the Appellate Body and 10 work/years to be created as from 1 January 1996. It includes the relevant salary entitlements in conformity with the United Nations Common System local salary scales for Geneva. For General Service salaries, the ICSC conducted a salary survey which showed that General Service salaries in Geneva are on average 7.4 per cent higher than those of the comparator employers. As a result, a new General Service salary scale was promulgated as from 1 September 1995 effective for all General Service staff recruited on or after that date. For General Service staff in post on 31 August 1995, the former scale will continue to apply until it is overtaken by the new scale as a result of future adjustments to that scale.

*b) Contribution to the United Nations Joint Staff Pension Fund (Sw F 4,711,000)*

42. The provision for 1996 is based on the same General Assembly Resolution as for Professional staff with regard to pensions, that is that an organization's contribution is 15.8 per cent and the participant's rate of contribution is 7.9 per cent. The new salary scale mentioned above also reflects a decision taken by the United Nations General Assembly in 1993 to modify the method for determining gross pensionable remuneration, as opposed to gross salary. For those staff to whom the new scale applies, pension contributions will be calculated on the basis of their gross pensionable remuneration.

*c) Other Common Staff Costs (Sw F 3,346,200)*

43. Common Staff Costs for General Service staff are provided for under the relevant provisions of the United Nations Staff Regulations. The estimates are based on the actual staff composition of the WTO in terms of entitlements for local and non-local staff with regard to travel and removal expenses, repatriation grants, family allowances, education grants, sickness insurance, rental subsidies, language allowances, non-residency allowances, etc. The provision provides for the turnover of one General Service staff member. In connection with the revised General Service salary scale, dependency allowances payable to staff in the General Service category have been reduced by between 0.35 per cent to 12.40 per cent effective 1 September 1995. A staff member receiving an allowance at a higher rate on 31 August 1995 will retain that rate.

*Section 4 - Temporary Assistance*

*Sw F 2,273,000*

44. Temporary assistance is used for peak workload periods, overtime and replacement of staff for long sick leave or maternity leave. The estimate for General Service temporary assistance covers secretaries, clerks and typists, mainly in the pool. It also covers Documents Reproduction and Distribution Section temporary staff, messengers, drivers and guards. The proposed provision for 1996 contains an amount of Sw F 80,000 for internships; interns receive an indemnity of Sw F 1,500 per month and are normally taken on for a period not exceeding three months. Applicable common staff costs for General Service temporary assistance have also been provided in the estimate.

45. The overall credit for General Service temporary assistance shows a decrease of Sw F 34,000 resulting from a number of factors: (i) a net decrease of Sw F 134,000 resulting from the continuation in 1996 of the provision of additional funds for translation and documentation needs which was offset by the incorporation into posts of resources formerly provided under temporary assistance; (ii) an unavoidable increase of Sw F 25,000 for common staff costs which were under-budgeted in the 1995 budget; and (iii) additional requirements for secretaries. For details of General Service temporary assistance, please refer to Annex D.

## Part C. Administrative Costs

Administrative costs include the maintenance and insurance of the building and associated facilities, permanent and expendable equipment, communication costs, costs related to the reproduction of documents and those for informatics/office automation.

### Section 5 - Communications

Sw F 1,639,000

#### a) Telecommunications (Sw F 838,000)

46. The estimate provides for the rental of telephone equipment, including a switchboard, telefax and telex installations and the cost of cables, local and international telefax, telex and telephone communications. The proposed provision is unchanged from the 1995 credit.

#### b) Postal charges (Sw F 801,000)

47. The estimate provides for the cost of postage, pouch services (through the United Nations) and of freight and cartage. The increase of Sw F 134,000 over the 1995 credit reflects an anticipated increase in postal charges as well as the greater volume of documentation sent out.

### Section 6 - Building Facilities

Sw F 2,219,000

#### a) Rental of Premises and Car Parks (nil)

48. As a result of the signing of the Headquarters Agreement whereby the Swiss authorities have given the Centre William Rappard to the WTO and undertaken to provide parking space, there is no requirement for funds for this item in the 1996 budget.

#### b) Utilities (Sw F 1,358,000)

49. The estimate covers the cost of electricity, water and heating fuel (Sw F 396,000) as well as the cost of contractual cleaning (Sw F 962,000) for the whole of the CWR and shows an increase of Sw F 33,000 over the 1995 credit.

#### c) Maintenance and Insurance (Sw F 861,000)

50. This provision covers the maintenance of the building, security and fire equipment, snow removal, minor renovations, building insurance and sanitary equipment and supplies. Under the terms of the Headquarters Agreement, the Swiss authorities provide for basic maintenance while the WTO is responsible for the day-to-day maintenance work of the CWR. This element is primarily responsible for the increase in the credit from Sw F 612,000 in 1995 to Sw F 861,000 in 1996.

Section 7 - Permanent Equipment

Sw F 3,294,465

51. This section covers the cost of permanent equipment (items valued at over Sw F 5,000 with a lifespan over five years). It comprises both purchase and lease costs. The main elements are the purchase of replacement office furniture as a result of normal wear and tear (Sw F 243,400), the purchase of furniture and equipment in connection with the 47 new posts to be created as of 1 January 1996 (Sw F 215,000), the purchase of EDP equipment: hardware including computers, printers, scanners, CD-ROM readers; and software (Sw F 2,109,200 of which Sw F 285,000 is in connection with the new posts in 1996), communications equipment, largely fax machines (Sw F 29,200), audio visual equipment including a video monitor system for announcing meetings, a large screen television and video for the training courses (Sw F 98,200), and the replacement of one official vehicle purchased in 1988 and currently having some 120,000 kilometres (Sw F 40,000). The estimate can be summarized as follows:

Permanent Equipment	Sw F
Office furniture	
- new posts	215,000
- replacement	<u>243,400</u>
Computing and EDP equipment	458,400
- purchase	2,109,165
- lease	<u>78,000</u>
	2,187,165
Audio visual equipment	98,200
Simultaneous interpretation equipment (lease)	360,000
Office photocopiers (lease)	91,500
Other (including official vehicle, and security equipment)	99,200
<b>TOTAL</b>	<b>3,294,465</b>

Section 8 - Expendable Equipment

Sw F 1,154,000

52. The estimate for expendable equipment covers stationery and other general office supplies, EDP supplies (toner for printers, software maintenance supplies), paper and other supplies for reproduction equipment, electrical and other tools for the maintenance of the building, and uniforms for guards and drivers. The proposed allocation for 1996 is Sw F 6,000 less than that for 1995. Following are the components of the proposed allocation:

Expendable Equipment	Sw F
Office supplies	300,000
EDP supplies (toner and other various supplies)	125,000
Reproduction costs (paper and supplies)	627,000
Other supplies	102,000
<b>TOTAL</b>	<b>1,154,000</b>

Section 9 - Contractual Services

Sw F 3,210,800

a) Reproduction (Sw F 1,589,000)

53. The estimate for reproduction includes costs related to all the major reproduction machines, the cost of copies on these machines and the rental of high capacity photocopiers in the Documents Reproduction and Distribution Section. This is in relation to discussions held in 1994 in the Budget Committee and to opinions expressed by the consultants in the course of the Management Review. Following is a summary of the proposed allocation:

Reproduction	Sw F
Cost of copies	639,000
Rental costs of reproduction equipment	819,000
Maintenance	80,000
Other costs (including the production of documents on microfiches)	51,000
<b>TOTAL</b>	<b>1,589,000</b>

b) Office Automation/Informatics (Sw F 1,367,800)

54. The estimate includes credits for computer use from the International Computing Centre (ICC) (Sw F 700,000), the costs of tapes, discs, software packages (Sw F 654,800) and EDP equipment insurance (Sw F 13,000). It should be noted that this provision shows a decrease of Sw F 422,200 from the 1995 credit mainly due to an anticipated lower need of ICC facilities.

c) Other Maintenance of Equipment (Sw F 254,000)

55. This estimate covers the maintenance and repair costs of official vehicles, petrol, oil and related insurance costs as well as maintenance costs for the simultaneous interpretation system and office equipment. The proposed credit is Sw F 26,000 less than the 1995 allocation.



## Part D. Other Costs

Other costs cover staff overhead costs (training, insurance and costs related to UN common services), missions, hospitality, Dispute Settlement Panels, Appellate Body Panels, the Permanent Group of Experts, Trade Policy Training Courses, public information activities, external auditors, contribution to the International Trade Centre, unforeseen expenditure and the cost of the extension to the South Wing of the CWR.

### Section 10 - Staff Overhead Costs

Sw F 1,501,200

#### a) Training (Sw F 253,000)

56. The proposed provision for training includes the cost of language training courses organized by the United Nations, training with regard to informatics programmes, and management training for Professional staff.

#### b) Insurance (Sw F 678,000)

57. Under this estimate are included the costs of insurance under Appendix D of the United Nations Staff Rules in respect of both the Secretariat staff and the International Trade Centre staff. It also includes insurance coverage for repatriation costs resulting from accidents of staff members on mission and a provision for health insurance for retired staff.

#### c) Joint Services (Sw F 510,200)

58. The estimate provides for the WTO's share in the running costs of the United Nations Joint Housing Service, the Administrative Tribunal of the International Labour Organization, the Consultative Committee on Administrative Questions, the International Civil Service Commission and the Joint Medical Service. The proposed credit shows an increase of Sw F 11,200, primarily as a result of the participation in the Information Systems Co-ordination Committee.

#### d) Miscellaneous (Sw F 60,000)

59. This estimate is maintained at the 1995 level and covers administrative costs such as those related to the issuance of *laissez-passez* and passports.

### Section 11 - Missions

Sw F 1,771,000

#### a) Official Missions (Sw F 1,030,000)

60. The proposed provision covers the payment of travel expenses, subsistence allowances and other incidental expenses related to official missions including those for Trade Policy Reviews. For the latter, 12 countries will be visited in 1996 of which 9 are located outside Europe.



*b) Technical Co-operation (Sw F 741,000)*

61. The estimate provides for the payment of travel expenses, subsistence allowances and other incidental expenses relating to staff travelling on technical co-operation missions. It should be noted that the requests from developing countries for technical co-operation missions continue to grow more numerous, especially with the advent of the WTO and the responsibilities incumbent upon Members and prospective Members.

*Section 12 - Trade Policy Training Courses*

*Sw F 1,232,000*

62. Regular Trade Policy Training Courses are organized twice a year in Geneva. The courses are open to officials from all developing countries which have, or may have in the future, responsibilities in the formulation and conduct of foreign trade policy. The number of participants in each training course is set at twenty-four and the duration of each course is three and a half months. Following are the details of the estimated costs of the courses for 1996:<sup>5</sup>

Trade Policy Training Courses	3rd WTO Course (Spanish) Sw F	4th WTO Course (English) Sw F	Total  Sw F
Lodging (Geneva)	169,000	169,000	338,000
Subsistence allowance (Geneva)	203,000	203,000	406,000
Study Tour (lodging and travel)	156,000	156,000	312,000
Recruitment travel	80,000	80,000	160,000
Miscellaneous	8,000	8,000	16,000
<b>TOTAL</b>	<b>616,000</b>	<b>616,000</b>	<b>1,232,000</b>

*Section 13 - Contribution to the ITC*

*Sw F 14,231,000*

63. The provision made under this section covers the contribution to the International Trade Centre which was established in accordance with a decision taken by the CONTRACTING PARTIES on 22 November 1967 (SR.24/14) and Resolution 2297 (XXII) adopted by the United Nations General Assembly on 12 December 1967, effective 1 January 1967, to the effect that the ITC would be operated jointly by UNCTAD and GATT on a continuing basis and in equal partnership.

64. As explained in paragraph 13 of the Introduction, it is foreseen that changes in the ITC budget process which will result in the restoration of the control function of the WTO in the process will become effective for the 1997 budget. In the meantime, the ITC Regular Programme Budget for 1996 is presented as previously in US dollars.

<sup>5</sup> In addition to the costs listed below, an amount of Sw F 43,000 has been included under Professional Temporary Assistance to provide for translation for the Spanish language training course. Please refer to paragraph 17 of the Introduction.

65. The ITC Regular Programme Budget for 1996 is estimated at US\$ 21,327,500 and miscellaneous income is estimated at US\$ 369,100. Therefore, the net amount to be equally provided for in the budgets of the parent organizations for 1996 is US\$ 10,479,200, corresponding to Sw F 14,231,000.

Section 14 - Various Other Items

Sw F 3,643,200

a) Representation and Hospitality (Sw F 258,000)

66. The estimate provides for representation allowances for the Director-General, the Deputy Directors-General and the Chairman of the Textiles Monitoring Body. An amount of Sw F 80,850 is for official hospitality rendered in the course of their functions by staff members of the WTO. Hospitality expenditure, mainly for working lunches and dinners, is authorized in advance in each case by, or on behalf of, the Director-General and reimbursement is made in accordance with United Nations rules and procedures. The proposed increase of Sw F 29,000 reflects amounts of Sw F 17,000 and Sw F 12,000 respectively for representation allowances for the additional post of Deputy Director-General and the Chairman of the Textiles Monitoring Body.

b) Dispute Settlement Panels (Sw F 305,000)

67. The proposed credit covers the travel fees, *per diem* allowances and honoraria of panellists serving on Dispute Settlement Panels.

c) Permanent Group of Experts (Sw F 137,400)

68. Under Article 24 of the *Agreement on Subsidies and Countervailing Measures* which forms part of Annex 1A of the *Marrakesh Agreement Establishing the World Trade Organization*, it was agreed that a Permanent Group of Experts (PGE) would be established by the Committee on Subsidies and Countervailing Measures. The costs for the PGE have been estimated at Sw F 137,400 for travel fees, *per diem* allowances and honoraria under the same conditions as for panellists for dispute settlements.

d) Library (Sw F 481,800)

69. The estimate provides for the purchase of books, subscriptions to periodicals, newspapers and documentation on microfiches and well as for the binding costs of reference publications. The increase in the provision reflects a 10 per cent anticipated increase in costs for books and periodicals.

e) Publications (Sw F 863,000)

70. With the advent of the WTO, it has become increasingly important to assure and maintain the timely and useful provision of information relating to the scope and activities of the Organization. Publications are produced based on the lowest quotations offered by printing firms and provides for printing costs, inclusive of paper. The use of text-processing machines and desk-top publishing facilities for the preparation of text for printing is made whenever possible.

*f) Public Information Activities (Sw F 407,000)*

71. The estimate covers the cost of promotional activities such as two video films (provisionally planned on Dispute Settlement and Trade and Environment), further development of the WTO slide presentation and souvenirs. It also includes the printing costs for Focus, and funds for creative design which cover the presentational aspects of information material, i.e. for specialized publications, information brochures, audio-visual materials, media kits and press conferences. News Service subscriptions concern Reuters as well as the World Press Centre. The details are as follows:

Public Information Activities	Sw F
Promotional activities including film production	140,000
Printing costs	114,000
Creative design	120,000
News service subscriptions	33,000
<b>TOTAL</b>	<b>407,000</b>

*g) External Auditors (Sw F 23,000)*

72. The estimate provides for the travel costs and subsistence allowances in respect of the team of auditors and is based on the current practice.

*i) Ministerial Meeting (Sw F 100,000)*

73. As mentioned in paragraph 8 of the Introduction, it is proposed to include an amount of Sw F 100,000 with regard to the costs to be borne by the WTO for the Ministerial Meeting which is scheduled to be held in Singapore in December 1996.

*k) Other (Sw F 48,000)*

74. Under this provision an amount of Sw F 20,000 is proposed to cover bank charges and other incidental charges and Sw F 18,000 related to fees for the Global Trade Analysis Project (GTAP) consortium. Consortium members agree to pay US\$15,000 per year for a minimum of two years. They are represented on the GTAP advisory board and help set the direction of the GTAP database and modelling framework. In addition, it is proposed to provide an amount of Sw F 10,000 for the purpose of sponsoring individually, or jointly with other institutions in Geneva, one or two day visits to the WTO for outside trade specialists who are either resident in Western Europe or passing through on other business.

Section 15 - Unforeseen Expenditure

Sw F 300,000

75. It is proposed to continue the provision for unforeseen expenditure at the level of the 1995 budget. The utilization of the provision is subject to the prior approval of the General Council, on the basis of a recommendation by the Committee on Budget, Finance and Administration.

Section 16 - Restitution of Previous Year's Withdrawal from the  
Working Capital Fund

Sw F 67,803

76. The provision covers the restitution to the Working Capital Fund of Sw F 67,803 which was withdrawn to cover the unfinanced portion of the 1994 Supplementary Budget, as authorized in a decision of the GATT Council (C/M/275, paragraph 11).

Section 17 - CWR South Wing

Sw F 440,000

77. The delay in the departure of the UNHCR from the CWR had a consequent delay in the necessary refurbishing work and eventual takeover of the South Wing by the WTO. From the provision in the 1995 budget of Sw F 656,000, it is possible to delete Sw F 311,000 for one-time costs. On the other hand, the terms of the Headquarters Agreement signed with the Swiss authorities foresee that the WTO will be responsible for work which will be financed on a lease basis and amounting to Sw F 95,000 in 1996. The amount of Sw F 440,000 is thus the result of the deletion of Sw F 311,000 from, and the addition of Sw F 95,000 (work financed by leasing) to the 1995 credit of Sw F 656,000.

Section 18 - Appellate Body

78. The Appellate Body was established under a provision in Article 17 of the Understanding on the Rules and Procedures Governing the Settlement of Disputes (Annex 2 to the *Marrakesh Agreement Establishing the World Trade Organization*). It will be recalled that an amount of Sw F 1,700,000 was provided in the 1995 budget for the costs of the Appellate Body. The costs of the Body have now been incorporated into the appropriate sections of the budget, as can be seen from the column Appellate Body in Annex A.

**Adjustment to Salaries and Pensions**

Section 19 - Adjustment to Salaries and Pensions

Sw F 6,270,000

79. As mentioned in paragraph 26 of the Introduction, the 1996 budget proposals include a first tranche of 5 per cent increase for Professional staff and the corresponding adjustment for pensions based on total remuneration. Of the total amount of Sw F 6,270,000 required for the adjustment, Sw F 1,576,000 would be met from common system increases for Professional salaries in 1996, leaving a net amount of Sw F 4,694,000. Of the total estimated cost of Sw F 6,270,000 for the salary increase, Sw F 4,560,000 represents the adjustment to pensions and Sw F 100,000 would be required to design a new payroll computer programme.

80. It should be noted that subsequent tranches of 5 per cent would decrease to Sw F 2,100,000 (some Sw F 1,610,000 for salaries and Sw F 490,000 for pensions based on 1995 parameters) as the impact of the adjustment to pensions falls mainly in the first year.

## CHAPTER II.

### 1996 INCOME ESTIMATES

#### Summary

81. It is proposed that the 1996 budget be financed as follows:

1996 Budget	Sw F
Contributions assessed on Members	120,000,000
Miscellaneous Income	1,552,703
<b>TOTAL</b>	<b>121,552,703</b>

82. On the basis of the proposed expenditure budget for 1996, an amount of Sw F 120,000,000 is to be assessed on Members in the form of contributions. The draft scale of contributions, which can be found in Annex F, contains a minimum contribution of 0.03 per cent for Members whose share in the total trade of all Members is less than 0.03 per cent. In accordance with a recommendation of the Committee on Budget, Finance and Administration (WT/BFA/5, L/7631) as approved by the General Council (WT/GC/M/5), the draft scale of contributions for 1996 is based on trade in goods, services and intellectual property rights for the last three years for which data is available. The draft scale of contributions takes into account the amounts to be deducted from the relevant contributions for 1996 under the terms of the Early Payment Encouragement Scheme (L/6384).

# ANNEX A

## 1996 PROPOSED BUDGET FOR THE WTO

PART	SECTION	1995 APPROPRIATION	BUDGET LINE DELETIONS	INFLATION	US \$ RATE	STATUTORY/ UNAVOIDABLE	ADDITIONAL POSTS INCLUDING DDG	APPELLATE BODY	TEMPORARY ASSISTANCE TDD	OTHER INCREASES/ (DECREASES)	TOTAL INCREASES/ (DECREASES)	1996 ESTIMATES
A. PROFESSIONAL	1) Work/years:											
	Salary	27,468,000	0	0	(150,000)	2,225,000	3,592,000	537,000	0	0	6,204,000	33,672,000
	Pensions	4,213,000	0	0	(375,000)	(170,000)	494,000	71,000	0	0	20,000	4,233,000
	Other Common staff costs	3,425,000	0	0	0	147,000	2,678,000	139,000	0	0	2,964,000	6,389,000
	2) Temporary Assistance	5,647,500	0	0	0	123,500	0	0	(357,000)	114,000	(119,500)	5,528,000
B. GENERAL SERVICE	3) Work/years:											
	Salary	21,989,000	0	0	0	(810,000)	649,000	175,000	0	0	14,000	22,003,000
	Pensions	5,100,000	0	0	0	(557,000)	132,000	36,000	0	0	(389,000)	4,711,000
	Other Common staff costs	2,821,000	0	0	0	494,000	26,000	5,200	0	0	525,200	3,346,200
	4) Temporary Assistance	2,307,000	0	0	0	25,000	0	0	(134,000)	75,000	(34,000)	2,273,000
C. ADMINISTRATIVE COSTS	5) Communications:											
	Telecommunications	838,000	0	8,000	0	0	0	0	0	(8,000)	0	838,000
	Postal Charges	667,000	0	54,000	0	0	0	0	0	80,000	134,000	801,000
	6) Building Facilities											
	Rental	423,000	(423,000)	0	0	0	0	0	0	0	(423,000)	0
	Utilities	1,325,000	0	18,000	0	0	0	0	0	15,000	33,000	1,358,000
	Maintenance and Insurance	612,000	0	19,000	0	230,000	0	0	0	0	249,000	861,000
	7) Permanent Equipment	2,364,500	0	8,000	0	0	500,000	0	0	422,000	930,000	3,294,500
	8) Expendable Equipment	1,160,000	(10,000)	28,000	0	(10,000)	10,000	1,200	0	(25,200)	(6,000)	1,154,000
	9) Contractual Services:											
	Reproduction	592,000	0	1,000	0	0	0	0	0	996,000	997,000	1,589,000
	Office Automation/ Informatics	1,789,000	0	0	0	1,000	0	0	0	(422,200)	(421,200)	1,367,800
	Other	280,000	0	0	0	0	0	0	0	(26,000)	(26,000)	254,000
D. OTHER COSTS	19) Staff Overhead Costs:											
	Training	237,000	0	6,000	0	0	0	0	0	10,000	16,000	253,000
	Insurance	584,500	0	10,000	(17,000)	61,400	16,000	2,100	0	21,000	93,500	678,000
	UN and Other Bodies	499,000	0	0	0	10,000	0	0	0	1,200	11,200	510,200
	Miscellaneous	53,000	0	0	0	0	0	0	0	7,000	7,000	60,000

PART	SECTION	1995 APPROPRIATION	BUDGET LINE DELETIONS	INFLATION	US \$ RATE	STATUTORY/ UNAVOIDABLE	ADDITIONAL POSTS INCLUDING DDG	APPELLATE BODY	TEMPORARY ASSISTANCE TDD	OTHER INCREASES/ (DECREASES)	TOTAL INCREASES/ (DECREASES)	1996 ESTIMATES
	11) Missions:											
	Official	896,000	0	18,000	0	0	30,000	0	0	86,000	134,000	1,030,000
	Technical Co-operation	644,000	0	13,000	0	0	0	0	0	84,000	97,000	741,000
	12) Trade Policy Training Courses	1,256,000	0	0	0	0	0	0	0	(24,000)	(24,000)	1,232,000
	13) Contribution to ITC	13,428,000	0	0	0	803,000	0	0	0	0	803,000	14,231,000
	14) Various:											
	Hospitality	229,000	0	0	0	12,000	17,000	0	0	0	29,000	258,000
	Dispute Settlement Panels	300,000	0	5,000	0	0	0	0	0	0	5,000	305,000
	Permanent Group of Experts	0	0	0	0	137,400	0	0	0	0	137,400	137,400
	Appellate Body Panels	0	0	0	0	0	0	1,020,000	0	0	1,020,000	1,020,000
	Library	428,000	0	38,800	0	10,000	0	0	0	5,000	53,800	481,800
	Publications	720,000	0	17,000	0	0	0	0	0	126,000	143,000	863,000
	Public Information Activities	400,000	0	3,000	0	12,000	0	0	0	(8,000)	7,000	407,000
	External Auditors	23,000	0	0	0	0	0	0	0	0	0	23,000
	Ministerial Meeting	0	0	0	0	100,000	0	0	0	0	100,000	100,000
	Other	15,000	0	0	0	0	0	0	0	33,000	33,000	48,000
	15) Unforeseen Expenditure	300,000	0	0	0	0	0	0	0	0	0	300,000
	16) Reimbursement of 1994 withdrawal from the Working Capital Fund	0	0	0	0	67,803	0	0	0	0	67,803	67,803
	17) CWR South Wing	656,000	(311,000)	0	0	95,000	0	0	0	0	(216,000)	440,000
E. APPELLATE BODY	18) Appellate Body	1,700,000	0	0	0	0	0	(1,700,000)	0	0	(1,700,000)	0
F.	19) Adjustment to Salaries and Pensions	0	0	0	0	(1,576,000)	0	0	0	6,270,000	4,694,000	4,694,000
TOTAL		105,389,500	(744,000)	246,800	(542,000)	1,431,103	8,144,000	286,500	(491,000)	7,831,800	16,163,203	121,552,703

Percentage with respect to 1995 budget

(0.71 %)

0.23 %

(0.51 %)

1.36 %

7.73 %

0.27 %

(0.47 %)

7.43 %

15.33 %



# ANNEX B

ORGANIZATIONAL EVOLUTION SINCE 1985											
GATT											
Year	Appropriations  Sw F	Actual Expenditure Sw F	Number of Posts								
			Permanent		Temporary Assistance		Uruguay Round		TPRM		Total
			P and above	GS	P and above	GS	P and above	GS	P and above	GS	
1985	57,540,000	54,834,089	134	166	26	45	-	-	-	-	371
1986	59,592,580	55,063,889	134	169	22	41	-	-	-	-	366
1987	61,122,300	56,970,229	141	170	20	40	12	15.5	-	-	398.5
1988	61,439,000	61,395,855	143	169	20	40	15	19.5	-	-	406.5
1989	65,186,802	65,186,802	144	168	23	41	15	21	4	2	418
1990	74,571,000	74,832,327	144	168	23	41	20	30	9	6	441
1991	78,724,802	78,720,410	144	168	23	41	20	30	9	6	441
1992	85,973,327	83,452,619	144	168	23	41	20	30	10	8	444
1993	89,850,075	89,850,075	145	168	24	45	20	30	10	8	450
1994	97,846,000	97,132,961	145	168	42.5	51	17	28	10	8	469.5

WTO						
Year	Appropriations Sw F		Human Resources			
			Work/Years		Temporary Assistance	
			P and above	GS	P and above	GS
1995	a/	105,389,500	200	245	Sw F 5,647,500	Sw F 2,307,000
1996		121,552,703 b/	250	263	Sw F 5,528,000	Sw F 2,273,000

a/ WTO/GATT  
b/ Proposed budget



## ANNEX C

TABLE OF REGULAR STAFF POSITIONS 1996 (in work years)					
Division	UG*	D*	P*	G*	Total
Senior Management	5	2		7	14
Office of the Director-General			4	6	10
Information and Media Relations		1	7	10	18
Textiles Monitoring Body	1		1**	1	2
Finance and General Services		1	10	61	72
Intellectual Property and Investment		1	6	3	10
Legal Affairs		1	7	3	11
Trade in Services		1	10	4	15
Trade and Environment		1	7	3	11
Agriculture and Commodities		1	10	6	17
Council		1	11½	4	16½
Market Access		1	6½	6	13½
Personnel		1	2½	9	12½
Rules		1	8	3	12
Development		1	7	2	10
Economic Research and Analysis		1	9	3½	13½
External Relations		1	3	3	7
Statistics and Information Systems		1	32½	11½	45
Technical Cooperation and Training		1	14	12	27
Accessions		1	4	3	8
Trade Policies Review		2	17	10½	29½
Textiles		1	2	1½	4½
Translation and Documentation		1	39	88	128
Appellate Body		1	3	2	6
TOTAL	6	24	220	263	513

- \* UG Ungraded
- D Director
- P Professional
- G General Service

\*\* This position is also included in the Textiles Division

## ANNEX D

SCHEDULE OF TEMPORARY ASSISTANCE					
(in Swiss francs)					
	1995	Adjustments	Statutory/ other unavoidable increases	Additional requirements for 1996	Total 1996
Professional					
- Interpreters	402,500	-	9,500	4,000	416,000
- Training Course	-	-	43,000	-	43,000
- Translators	3,170,000	(430,000)	60,000	-	2,800,000
- Other Professionals*	324,000	-	(24,000)	100,000	400,000
- Consultants EDP	1,600,000	-	-	-	1,600,000
- Common Staff Costs	151,000	73,000**	35,000	10,000	269,000
TOTAL	5,647,500	(357,000)	123,500	114,000	5,528,000
General Service					
-Secretaries/Clerks/Pool	600,000	(110,000)	-	70,000	560,000
-Messengers/Drivers/ Guards/Manual Workers	305,000	(70,000)	-	-	235,000
- Roneo	479,000	-	-	-	479,000
- Replacements	280,000	-	-	-	280,000
- Overtime	500,000	-	-	-	500,000
- Internships	80,000	-	-	-	80,000
- Common Staff Costs	63,000	46,000**	25,000	5,000	139,000
TOTAL	2,307,000	(134,000)	25,000	75,000	2,273,000

\* Including Consultants except EDP

\*\* Additional TA for TDD (translators and pool) approved during 1995 (see WT/BFA/4, L/7629).

## ANNEX E

MISCELLANEOUS INCOME		
(in Swiss francs)		
	WTO/GATT 1995 Budget	WTO 1996 Estimates
Sale of publications	500,000	720,000
Profit or (loss) on exchange	47,000	60,000
Savings on previous year's outstanding obligations	95,000	60,000
Refund of staff costs for staff employed at Centre William Rappard on behalf of UNHCR	-	-
Overhead on Trust Funds	20,500	25,000
Rental of meeting rooms and office space at Centre William Rappard to others	22,000	15,000
Contributions of Observer Countries	150,000	520,000
Other:		
- Interest on Current Account	75,000	92,000
- Various	80,000	60,703
<b>TOTAL</b>	<b>989,500</b>	<b>1,552,703</b>

ANNEX F

DRAFT SCALE OF CONTRIBUTIONS FOR 1996<sup>6</sup>

(Minimum contribution of 0.03%)

MEMBERS	1995	1996		INTEREST	1996 NET
	CONTRIBUTION	CONTRIBUTION	CONTRIBUTION	EARNED <sup>7</sup>	CONTRIBUTION
	Sw F	%	Sw F	Sw F	Sw F
Angola	73,080	0.08	96,000	-	96,000
Antigua and Barbuda	31,320	0.03	36,000	-	36,000
Argentina	334,080	0.37	444,000	(319)	443,681
Australia	1,346,760	1.26	1,512,000	(13,066)	1,498,934
Austria	1,461,600	1.67	2,004,000	(12,571)	1,991,429
Bahrain	114,840	0.10	120,000	(59)	119,941
Bangladesh	93,960	0.07	84,000	(277)	83,723
Barbados	31,320	0.03	36,000	(125)	35,875
Belgium	3,455,640	2.99	3,588,000	(24,901)	3,563,099
Belize	31,320	0.03	36,000	(163)	35,837
Benin	31,320	0.03	36,000	(123)	35,877
Bolivia	31,320	0.03	36,000	-	36,000
Botswana	52,200	0.04	48,000	(39)	47,961
Brazil	929,160	0.80	960,000	(12)	959,988
Brunei Darussalam	52,200	0.05	60,000	(115)	59,885
Burkina Faso	31,320	0.03	36,000	-	36,000
Burundi	31,320	0.03	36,000	-	36,000
Cameroon	52,200	0.05	60,000	-	60,000
Canada	4,144,680	3.84	4,608,000	(39,782)	4,568,218
Central African Republic	31,320	0.03	36,000	-	36,000
Chad	31,320	0.03	36,000	-	36,000
Chile	302,760	0.30	360,000	-	360,000
Colombia	198,360	0.19	228,000	(1,348)	226,652
Congo	31,320	0.03	36,000	-	36,000
Costa Rica	62,640	0.06	72,000	-	72,000
Côte d' Ivoire	83,520	0.07	84,000	(579)	83,421
Cuba	167,040	0.11	132,000	(35)	131,965
Cyprus	62,640	0.07	84,000	(414)	83,586
Czech Republic	313,200	0.38	456,000	(2,426)	453,574
Denmark	1,106,640	1.10	1,320,000	(10,782)	1,309,218
Djibouti	31,320	0.03	36,000	-	36,000
Dominica	31,320	0.03	36,000	-	36,000
Dominican Republic	41,760	0.05	60,000	-	60,000
Egypt	177,480	0.28	336,000	(934)	335,066
El Salvador	31,320	0.03	36,000	(151)	35,849
European Communities	-	-	-	-	-
Fiji	31,320	0.03	36,000	-	36,000

<sup>6</sup>For the purpose of the Draft Scale of Contributions for 1996, it is assumed that all Contracting Parties to the GATT will become WTO members. .

<sup>7</sup>Interest earned in 1994 under the Early Payment Encouragement Scheme (L/6384) and to be deducted from 1996 contribution.

MEMBERS	1995		1996	INTEREST	1996 NET
	CONTRIBUTION		CONTRIBUTION	EARNED <sup>7</sup>	CONTRIBUTION
	Sw F	%	Sw F	Sw F	Sw F
Finland	678,600	0.66	792,000	(5,432)	786,568
France	7,078,320	6.95	8,340,000	(57,126)	8,282,874
Gabon	41,760	0.05	60,000	-	60,000
Gambia	31,320	0.03	36,000	-	36,000
Germany	11,985,120	10.69	12,828,000	(91,393)	12,736,607
Ghana	31,320	0.03	36,000	-	36,000
Greece	469,800	0.40	480,000	(2,227)	477,773
Grenada	31,320	0.03	36,000	-	36,000
Guatemala	52,200	0.05	60,000	-	60,000
Guinea	31,320	0.03	36,000	-	36,000
Guinea-Bissau	31,320	0.03	36,000	-	36,000
Guyana	31,320	0.03	36,000	(307)	35,693
Haiti	31,320	0.03	36,000	-	36,000
Honduras	31,320	0.03	36,000	-	36,000
Hong Kong	3,716,640	3.25	3,900,000	(31,306)	3,868,694
Hungary	323,640	0.30	360,000	(3,051)	356,949
Iceland	52,200	0.05	60,000	(498)	59,502
India	647,280	0.56	672,000	(3,005)	668,995
Indonesia	856,080	0.83	996,000	(7,877)	988,123
Ireland	730,800	0.65	780,000	(7,301)	772,699
Israel	522,000	0.56	672,000	(3,030)	668,970
Italy	5,564,520	5.32	6,384,000	(44,977)	6,339,023
Jamaica	41,760	0.05	60,000	(45)	59,955
Japan	8,988,840	8.49	10,188,000	(39,104)	10,148,896
Kenya	41,760	0.05	60,000	-	60,000
Korea, Republic of	2,484,720	2.34	2,808,000	(10,444)	2,797,556
Kuwait	187,920	0.25	300,000	(526)	299,474
Lesotho	31,320	0.03	36,000	-	36,000
Liechtenstein	31,320	0.03	36,000	-	36,000
Luxembourg	302,760	0.26	312,000	(2,840)	309,160
Macau	52,200	0.07	84,000	(431)	83,569
Madagascar	31,320	0.03	36,000	-	36,000
Malawi	31,320	0.03	36,000	-	36,000
Malaysia	1,273,680	1.05	1,260,000	(1,243)	1,258,757
Maldives	31,320	0.03	36,000	(202)	35,798
Mali	31,320	0.03	36,000	-	36,000
Malta	52,200	0.06	72,000	(493)	71,507
Mauritania	31,320	0.03	36,000	-	36,000
Mauritius	41,760	0.04	48,000	(348)	47,652
Mexico	1,148,400	1.27	1,524,000	(5,544)	1,518,456
Morocco	167,040	0.16	192,000	(1,522)	190,478
Mozambique	31,320	0.03	36,000	-	36,000
Myanmar, Union of	31,320	0.03	36,000	(249)	35,751
Namibia	41,760	0.03	36,000	-	36,000
Netherlands, Kingdom of the	4,113,360	3.72	4,464,000	(38,620)	4,425,380
New Zealand	292,320	0.28	336,000	(2,776)	333,224
Nicaragua	31,320	0.03	36,000	-	36,000
Niger	31,320	0.03	36,000	-	36,000
Nigeria	313,200	0.26	312,000	(24)	311,976

MEMBERS	1995	1996		INTEREST	1996 NET
	CONTRIBUTION	CONTRIBUTION		EARNED <sup>7</sup>	CONTRIBUTION
	Sw F	%	Sw F	Sw F	Sw F
Norway	918,720	1.01	1,212,000	(8,751)	1,203,249
Pakistan	250,560	0.23	276,000	-	276,000
Papua New Guinea	52,200	0.05	60,000	-	60,000
Paraguay	31,320	0.06	72,000	(148)	71,852
Peru	125,280	0.11	132,000	-	132,000
Philippines	396,720	0.37	444,000	(1,547)	442,453
Poland	480,240	0.43	516,000	(4,099)	511,901
Portugal	678,600	0.61	732,000	(1,888)	730,112
Qatar	73,080	0.07	84,000	(52)	83,948
Romania	167,040	0.15	180,000	-	180,000
Rwanda	31,320	0.03	36,000	-	36,000
St. Kitts & Nevis	31,320	0.03	36,000	(10)	35,990
Saint Lucia	31,320	0.03	36,000	(186)	35,814
St. Vincent & the Grenadines	31,320	0.03	36,000	-	36,000
Senegal	31,320	0.03	36,000	-	36,000
Sierra Leone	31,320	0.03	36,000	-	36,000
Singapore	1,440,720	1.90	2,280,000	(9,301)	2,270,699
Slovak Republic	135,720	0.19	228,000	(1,329)	226,671
Slovenia	146,160	0.18	216,000	-	216,000
Solomon Islands	31,320	0.03	36,000	-	36,000
South Africa	542,880	0.57	684,000	(5,230)	678,770
Spain	2,401,200	2.41	2,892,000	(16,295)	2,875,705
Sri Lanka	93,960	0.08	96,000	(521)	95,479
Suriname	31,320	0.03	36,000	-	36,000
Swaziland	31,320	0.03	36,000	(47)	35,953
Sweden	1,576,440	1.54	1,848,000	(16,613)	1,831,387
Switzerland	1,879,200	1.80	2,160,000	(19,200)	2,140,800
Tanzania	31,320	0.03	36,000	(133)	35,867
Thailand	1,148,400	1.02	1,224,000	(9,276)	1,214,724
Togo	31,320	0.03	36,000	-	36,000
Trinidad and Tobago	52,200	0.04	48,000	-	48,000
Tunisia	156,600	0.14	168,000	-	168,000
Turkey	553,320	0.60	720,000	(2,658)	717,342
Uganda	31,320	0.03	36,000	-	36,000
United Arab Emirates	595,080	0.25	300,000	-	300,000
United Kingdom of Great Britain & Northern Ireland	6,190,920	5.93	7,116,000	(63,506)	7,052,494
United States of America	15,586,920	15.73	18,876,000	(13,919)	18,862,081
Uruguay	52,200	0.06	72,000	-	72,000
Venezuela	407,160	0.36	432,000	-	432,000
Zaire	31,320	0.05	60,000	-	60,000
Zambia	31,320	0.03	36,000	-	36,000
Zimbabwe	52,200	0.05	60,000	(313)	59,687
<b>TOTAL</b>	<b>104,546,160</b>	<b>100.00</b>	<b>120,000,000</b>	<b>(645,184)</b>	<b>119,354,816</b>

Yugoslavia

**ANNEX G**  
**FUNCTIONAL BUDGET**

**Senior Management**

**STAFFING**

Ungraded	5
Director	2
General Service Staff	7

**Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,240,400
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	800,100
	Temporary Assistance	340,000
C. ADMINISTRATIVE COSTS	Permanent Equipment	25,000
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Representation and Hospitality	*246,000
	Other	0
TOTAL		2,651,500

\* This amount includes official hospitality rendered in the course of their functions by Staff members of the WTO.



Office of the Director-General

STAFFING

Professional	4
General Service Staff	6

Budget

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	708,800
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	685,800
	Temporary Assistance	4,300
C. ADMINISTRATIVE COSTS	Permanent Equipment	0
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		1,398,900

**Information and Media Relations Division**

**Objectives**

1. In the area of media relations, the Division aims to provide a broad-based service to the press but with a particular emphasis on back-up for major negotiations including those on basic telecommunications and maritime transport and on the preparations for the Singapore ministerial. It will work with the Singapore authorities to ensure an efficient and effective press centre and briefing service at the Ministerial. Efforts to further improve contacts with the media in developing and transition economies will be pursued.
2. Work in the public information area will be aimed at fully developing the WTO Internet pages and gearing the public information unit to respond adequately to Internet enquiries. consideration will be given- and where possible action taken- to further develop WTO relations with the academic world, including at the secondary education level.
3. With the addition of extra professional staff, new publications will be developed including an annual report for the WTO, brochures on specific WTO agreements and activities, booklets of individual Uruguay Round texts, as well as further audio-visual material. Depending on the results of the CD-Rom project this year, additional electronic products will be considered. Focus and the staff newsletter will be further developed. The Division aims to improve the editing, presentation, timeliness and marketing of publications.

**STAFFING**

Director	1
Professional Staff	7
General Service Staff	10

**Information and Media Relations Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,417,600
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	1,143,000
	Temporary Assistance	12,300
C. ADMINISTRATIVE COSTS	Permanent Equipment	58,550
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Publications	*863,000
	Public Information Activities	407,000
	Other	0
TOTAL		3,901,450

\* To be subsequently apportioned among divisions.

**Textiles Monitoring Body**

**Objectives**

The main objective of the TMB Secretariat for 1996 will be to organize the supervision by the TMB of the implementation of the Agreement on Textiles and Clothing. For this purpose, it will prepare and participate in meeting of the TMB which, as a standing body, may have to meet at least once a month.

**STAFFING**

Director	1
Professional Staff	*1
General Service Staff	1

\*This post is also included in the Textiles Division.

**Textiles Monitoring Body**

**Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	177,200
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	114,300
	Temporary Assistance	0
C. ADMINISTRATIVE COSTS	Permanent Equipment	0
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Representation and Hospitality	12,000
	Other	0
TOTAL		303,500

**Finance and General Services Division**

**Objectives**

1. The Finance and General Services Division is responsible for: (i) financial matters including budget preparation and control, accounting, payroll, (ii) the logistical issues related to the physical facilities, and (iii) the mission and other travel arrangements.
2. The monitoring role of the Division will be adopted in order to cope with the decentralized budget. Some budgetary responsibilities will be devolved to divisional Directors with a view to increase their managerial role.
3. In the field of logistics the Finance and General Services Division will: (i) ensure the supervision of the work relative to the construction of the new conference room, preliminary work has already begun with its completion expected towards the summer of 1997, (ii) be deeply involved in the administrative and physical arrangements related to the preparation of the Ministerial Meeting in Singapore.

**STAFFING**

Director	1
Professional Staff	10
General Service Staff	61

**Finance and General Services Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,949,200
	Temporary Assistance	45,000
B. GENERAL SERVICE	Salary and common staff costs	6,972,300
	Temporary Assistance	409,700
C. ADMINISTRATIVE COSTS	Permanent Equipment	27,150
	Expendable Equipment	0
	Contractual Services	313,000
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		9,716,350

### **Condominium Costs**

Condominium costs relate to (i) expenditure for the WTO as a whole; (ii) costs which are not readily identifiable according to division; and (iii) costs which will be apportioned at a later stage.



## Condominium Costs

### Budget

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	0
	Temporary Assistance	269,000
B. GENERAL SERVICE	Salary and common staff costs	0
	Temporary Assistance	311,000
C. ADMINISTRATIVE COSTS	Communications	1,639,000
	Building Facilities	2,219,000
	Permanent Equipment	671,000
	Expendable Equipment	402,000
	Contractual Services	86,000
D. OTHER COSTS	Staff Overhead Costs	1,241,000
	Missions	*1,030,000
	Contribution to ITC	14,231,000
	External Auditors	23,000
	Ministerial Meeting	100,000
	Other	30,000
	Unforeseen Expenditure	300,000
	Reimbursement of 1994 withdrawal from the Working Capital Fund	67,803
	CWR South Wing	440,000
	Adjustment to Salaries & Pensions	*4,694,000
TOTAL		27,753,803

\* To be subsequently apportioned among divisions.

**Intellectual Property and Investment Division**

**Objectives**

1. Intellectual Property. 1996 will be an important year for the TRIPS Agreement, and for TRIPS Council in particular, since it will be the first year during which the bulk of TRIPS obligations will start applying. The main objectives of the Division therefore are to ensure the efficient servicing of TRIPS Council and of any dispute settlement panels that arise. In addition, the Division aims to increase the assistance it can make available to Members through technical cooperation and the provision of information/advice generally. The Division will also seek to maintain and develop lines of communication with NGO community and intellectual property practitioners generally so that they have an adequate understanding of the TRIPS Agreement and of WTO processes. Furthermore, the Division will contribute to other Secretariat activities relevant to intellectual property rights, including trade and the environment, TPRM and accessions. In more general terms, it remains an important aim of the Division to continue to build up the capacity, expertise and reputation of the WTO in the field of intellectual property.
2. Investment and Competition Policy. Objectives include the efficient servicing of the TRIMs Committee and of any dispute settlement panels and the provision of technical cooperation/advice to Members. In the event that the issues of trade and investment policy and/or trade and competition policy were to be considered in the context of preparations for the Singapore Ministerial, the Division will seek to contribute towards generally-accepted outcomes to such consideration. The Division will also remain the focal point for contracts between the Secretariat, on the one hand, and delegations, other intergovernmental organizations and the outside world generally on investment and competition policy matters.
3. Government Procurement. 1996 will see the entry into force of the new Agreement on Government Procurement. Primary objectives are to ensure the efficient servicing of the Committee to be established under the new Agreement and of any dispute settlement panels. The Division will aim to set up its technical cooperation work, especially to those delegations negotiating or considering accession. The Division will also seek to contribute to efforts to assist suppliers to make maximum use of the possibilities opened up by the new Agreement. In addition, the Division will continue to cooperate with other parts of the Secretariat on government procurement matters, e.g. GATS and TPRM.

**STAFFING**

Director	1
Professional Staff	6
General Service Staff	3

**Intellectual Property and Investment Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,240,400
	Temporary Assistance	43,100
B. GENERAL SERVICE	Salary and common staff costs	342,900
	Temporary Assistance	0
C. ADMINISTRATIVE COSTS	Permanent Equipment	33,950
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		1,660,350

## **Legal Affairs Division**

### **Objectives**

The Legal Affairs Division is responsible for providing legal advice to panels, other WTO bodies, Members, and the Secretariat. It must also fulfil the depositary functions under the WTO Agreement. Its major work is concentrated in two areas: legal advice to panels and to the Dispute Settlement Body. The work of the Division is almost wholly responsive, since requests for legal advice during the year cannot be accurately programmed in advance. Given this limitation, the following divisional objectives for 1996 can be listed:

- a) provide timely drafting and legal advice to panels established under the DSU. Since DSU deadlines are tight and legally binding, the Division must be prepared to service the maximum (not the average) number disputes that might arise. The Division should therefore be prepared to service 10-15 panels during 1996;
- b) provide regular legal advice to the DSB and its Chairmen, before and during its meetings;
- c) provide close legal support with respect to accessions to the WTO, in particular that of China;
- d) maintain and supervise further development of the WTO Dispute Settlement Database, and provide resulting data and analyses to delegations, the Secretariat and others;
- e) prepare analytical indices on the DSU, the Understandings, and the sixteen framework articles of the WTO Agreement;
- f) present the once-yearly Dispute Settlement Training Course to members of interested delegations, and present legal issues in the regular WTO training courses;
- g) provide legal advice to other parts of the Secretariat and WTO legal information to the public;
- h) ensure that the deposit procedures for WTO treaty instruments are carried out in a legally-correct manner.

### **STAFFING**

Director	1
Professional Staff	7
General Service Staff	3

**Legal Affairs Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,417,600
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	342,900
	Temporary Assistance	9,000
C. ADMINISTRATIVE COSTS	Permanent Equipment	11,050
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Dispute Settlement Panels	305,000
	Other	0
TOTAL		2,085,550

Trade in Services Division

Objectives

- Completion of the negotiations on Basic Telecommunications by 30 April 1996.
- Completion of the negotiations on Maritime Transport Services by 30 June 1996.
- Pursuit of negotiations on safeguards, government procurement and subsidies, aiming at completion as early as possible and in order listed.
- Pursuit of the mandate under the Decision on Professional Services, aiming at elaboration of multilateral disciplines in the accountancy sector as a first priority.
- Implementation of the GATS, including servicing of the Council on Trade in Services, the Committee on Trade in Financial Services, Working Parties on Regional Arrangements and any other bodies established under the Council.

STAFFING

Director	1
Professional Staff	10
General Service Staff	4

**Trade in Services Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,949,200
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	457,200
	Temporary Assistance	9,000
C. ADMINISTRATIVE COSTS	Permanent Equipment	22,100
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		2,437,500

**Trade and Environment Division**

**Objectives**

1. In the area of Technical Barriers to Trade, the objectives for 1996 are to service the TBT Committee, implement the notification procedures that are the responsibility of the Secretariat and make further progress in rationalizing the handling of notifications and provide technical assistance to Member Governments as required, including through the organization of regional seminars. The Secretariat will coordinate its work closely with other organizations active in this area such as ISO, FAO and WHO.
2. In the area of Trade and Environment, the objectives are to service the CTE Committee, particularly as it prepares for the Singapore Ministerial meeting, coordinate with the Secretariats of other international organization active in this area (e.g. UNCTAD, UNEP), rationalize relations with non-governmental organizations, provide technical assistance to Member Governments, as required, and further extend the Secretariat's expertise on aspects of the Ministerial work programme.

**STAFFING**

Director	1
Professional Staff	7
General Service Staff	3



**Trade and Environment Division**

Divisional Budget

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,417,600
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	342,900
	Temporary Assistance	4,500
C. ADMINISTRATIVE COSTS	Permanent Equipment	4,000
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		1,769,000

**Agriculture and Commodities Division**

**Objectives**

1. The Agriculture and Commodities Division has operational responsibility for all matters relating to agriculture, trade in fish and fisheries products, trade in forestry products, trade in tropical products and trade in other natural resource-based products. In 1996, the Division's top priority is to actively contribute to an effective implementation of the agricultural package of the Uruguay Round. In this respect, key tasks include:

- (i) to assist Members in the periodic review of progress in the implementation of commitments on market access, domestic support and export subsidies;
- (ii) to provide a basis for the consultations on the participation of Members in the normal growth of world trade in agricultural products;
- (iii) to assist Members in making the Ministerial Decision on Measures concerning the Possible Negative Effects of the Reform Programme on Least Developed and Net-Food Importing Developing Countries operational;
- (iv) to facilitate consultations on how to make operational certain key concepts of the Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement);
- (v) to assist Members in monitoring the implementation of the provisions of the SPS Agreement, including the monitoring of the process of international harmonization of these measures;
- (vi) to provide legal, technical and policy advice to delegations and governments related to the implementation of the Agreement on Agriculture and the SPS Agreement; and
- (vii) to provide such documentation and background material that may be requested by the Committee on Agriculture and the SPS Committee.

2. Further main objectives for 1996 include:

- (i) to provide technical assistance to developing Members and acceding countries in the area of responsibility of the Division;
- (ii) to service dispute settlement panels;
- (iii) to service the International Dairy Council and the Committee on Certain Milk Products;
- (iv) to service the International Meat Council;
- (v) to support WTO management and other WTO Divisions as required, including technical and policy briefing and advice; and
- (vi) liaison with relevant international organizations and the private sector.

**STAFFING**

Director	1
Professional Staff	10
General Service Staff	6

**Agriculture and Commodities Division**

Divisional Budget

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,949,200
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	685,800
	Temporary Assistance	8,200
C. ADMINISTRATIVE COSTS	Permanent Equipment	26,100
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		2,669,300

**Council Division**

**Objectives**

1. The main objectives for 1996 involve the servicing and management of the General Council and Dispute Settlement Body meeting. This includes: convening the meetings and preparation of agenda, holding informal consultations with delegations on specific issues in order to facilitate the decision-making process, coordinating with other divisions which deal with WTO bodies that report to the General Council and the DSB, preparation of notes for Chairmen of the General Council and the DSB as well as of minutes of meetings.
2. The objective to be met by both the General Council and the DSB themselves is to ensure the efficient management of the WTO as a whole through the main functions assigned to the General Council and DSB by the WTO Agreement which are briefly reproduced below:

**General Council**

- (i) Overview the operation of the WTO Agreement and the Multilateral Trade Agreements and take decisions on any matters under these Agreements.
- (ii) Grant waivers from obligations under the WTO Agreement and the Multilateral Trade Agreements.
- (iii) Interpret the WTO Agreement and the Multilateral Trade Agreements and amending these agreements.
- (iv) Provide a forum for further negotiations or discussions on multilateral trade issues.
- (v) Assign functions to sectoral Councils, the Committees on Trade and Development, BOP Restrictions and Budget, Finance and Administration.

**Dispute Settlement Body**

- (i) Manage the Dispute Settlement System including issues on "cross-retaliations".
- (ii) Establish panels and adopt panel reports and Appellate Body reports.
- (iii) Oversee the rotation of membership of the Appellate Body.
- (iv) Take final decision on disputes once all procedures for review and appeals have been exhausted, including authorization of suspension of concessions or measures.
- (v) Monitor and survey implementation of panel or Appellate body recommendations.

**STAFFING**

Director	1
Professional Staff	11.5
General Service Staff	4

**Council Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	2,215,000
	Temporary Assistance	416,000
B. GENERAL SERVICE	Salary and common staff costs	457,200
	Temporary Assistance	32,900
C. ADMINISTRATIVE COSTS	Permanent Equipment	40,800
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		3,161,900

**Market Access Division**

**Objectives**

1. In the tariff area: Surveillance of the implementation of the various stagings of the UR tariff reduction commitments. Conversion into Harmonized System and renegotiation of pre UR schedules of about twenty WTO members, involving technical assistance in Geneva and participation in missions. Establishment of consolidated schedules of concessions (containing pre and UR commitments) in loose-leaf format including the HS changes that will come into force on 1 January 1996; this exercise may lead to large scale Article XXVIII renegotiations. Assistance to newly acceding countries in carrying out tariff negotiations and in establishing their schedules of commitments on goods.
  
2. In the non-tariff measures area: Maintenance and updating of the computerized inventories on QRs and other NTM notifications. Consultations to take place with a view to establishing new procedures for notifications of QRs not elsewhere notified; possible establishment of a new inventory.
  
3. The Market Access Division will be servicing the following bodies:
  - Council on Trade in Goods
  - Market Access Committee
  - Committee on Import Licensing Procedures
  - Committee on Customs Valuation
  - Committee on Rules of Origin
  - Agreement on Preshipment Inspection

**STAFFING**

Director	1
Professional Staff	6.5
General Service Staff	6

**Market Access Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,329,000
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	685,800
	Temporary Assistance	7,500
C. ADMINISTRATIVE COSTS	Permanent Equipment	26,100
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		2,048,400

**Personnel Division**

**Objectives**

The pressure of work in the Personnel Division will remain high in 1996 with the total number of staff projected to rise to 513. The recruitment of the additional posts authorized in 1995 is expected to spill over into 1996. Recruitment of staff to fill posts vacated by natural wastage will continue. The new contract policy to be approved in 1995 will be implemented in 1996. The Division would also be responsible for implementing the salary and pension arrangements approved for the WTO, in addition to the routine tasks associated with the administration of active and retired staff. The implementation of the new Staff Regulations will be a priority, together with the completion of the work on the Staff Rules. Lastly, it will be necessary to bring the post classification exercise to a conclusion and implement the results thereof.

**STAFFING**

Director	1
Professional Staff	2.5
General Service Staff	9



Personnel Division

Divisional Budget

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	620,200
	Temporary Assistance	147,000
B. GENERAL SERVICE	Salary and common staff costs	1,028,700
	Temporary Assistance	14,500
C. ADMINISTRATIVE COSTS	Permanent Equipment	0
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	253,000
	Missions	0
	Other	0
TOTAL		2,063,400

**Rules Division**

**Objectives**

- (a) To provide service to the following main and subsidiary WTO bodies:
  - Committee on Anti-Dumping Practices
  - Committee on Subsidies and Countervailing Measures
  - Committee on Safeguards
  - Committee on Trade in Civil Aircraft
  - Working Group on State Trading
  - Informal Group of Experts on the calculation of subsidies under Article 6.1 of the Subsidies Agreement
  - Permanent Group of Experts on Subsidies

It is also possible that the Committee on Anti-Dumping Practices establish a Working Party on Rules on Anti-Circumvention, as requested by the Ministerial Declaration from Marrakesh.

- (b) To service dispute settlement panels in the rules area and arbitration bodies established under Article 8.5 of the Subsidies Agreement;
- (c) to provide legal and technical advice to delegations and governments concerning matters in the rules area;
- (d) to assist Members in drafting their anti-dumping, countervailing and safeguards legislation;
- (e) to assist Members in establishing their trade remedy systems;
- (f) to participate in programmes organized by the Technical Cooperation and Training Division.

**STAFFING**

Director	1
Professional Staff	8
General Service Staff	3

**Rules Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,594,800
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	342,900
	Temporary Assistance	16,200
C. ADMINISTRATIVE COSTS	Permanent Equipment	31,150
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Permanent Group of Experts	137,400
	Other	0
TOTAL		2,122,450

**Development Division**

**Objectives**

1. Regional and Preferential Trading Arrangements

There are to date some 20 agreements notified on which substantive review work will only start in the latter part of 1995 and intensify throughout 1996. Working Parties examining these agreements should each meet two to three times in 1996 and require informal meetings by way of preparation. the three major agreements (NAFTA, MERCOSUR and the EU Enlargement) will require far more by way of informal consultations, preparation of background documentation, summary records, etc., than for less commercially or politically important agreements.

2. Development (All matters relating to developing countries other than technical cooperation)

The committee on Trade and Development can be expected to meet at least three times in 1996 and the Sub-Committee on Trade of Least-Developed Countries will most probably meet twice. For these meetings, there will be the need to develop ideas and prepare documentation. Other work in this area will relate to dealing with preferential trading arrangements and GSP matters, servicing the Informal Group of Developing Countries (which meets frequently on an *ad hoc* basis) and the Committee on Participating Countries (which is currently being reactivated). Increased participation in development-related meetings in other organizations and follow-up of UNCTAD matters are also anticipated for 1996. The special Unit - within the division - to deal with questions relating to least-developed countries (other than technical cooperation) is due to be fully operational in 1996.

3. Finance and Trade (All matters relating to the link between finance and trade, other than the BOP consultations)

Cooperation with global and regional institutions dealing with money and finance will be intensified in the latter part of 1995 and 1996, in pursuance of the provisions contained to this effect in the Uruguay Round Legal Texts. Cooperation with the IMF and the World Bank, in particular, are due to be strengthened following the conclusion of formal relations with both Institutions. At the operational level, this will, *inter alia*, mean preparation for, and participation in IMF and World Bank meetings and dealing with all other matters (e.g. staff visits and enquiries) relating to these two Institutions.

**STAFFING**

Director	1
Professional Staff	7
General Service Staff	2

**Development Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,417,600
	Temporary Assistance	37,000
B. GENERAL SERVICE	Salary and common staff costs	228,600
	Temporary Assistance	9,000
C. ADMINISTRATIVE COSTS	Permanent Equipment	22,100
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		1,714,300

**Economic Research and Analysis Division**

**Objectives**

ERAD provides economic research services to the Secretariat and WTO member countries. In 1996, as in past years, these services will fall into three broad categories. First, regular operational functions, such as the March Press Release, the annual report *International Trade: Trends and Statistics 1996*, the Director General's Annual Report to the Council on developments in the trading system, and the preparation of periodic reports for the BOP Committee, the COMTD and other WTO bodies. Second, research support to the Senior Management, as well as to WTO working parties and committees, in the form of briefing notes, analytical reviews of important publications, and short papers. Third, work on research projects, which in 1996 will involve completing two projects: our "Africa Project" (including a series of special studies, a Secretariat Study and a two-day symposium), and a study of textiles and clothing trade under the LTA and MFA.

**STAFFING**

Director	1
Professional Staff	9
General Service Staff	3.5

**Economic Research and Analysis Division**

Divisional Budget

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	1,772,000
	Temporary Assistance	18,900
B. GENERAL SERVICE	Salary and common staff costs	400,050
	Temporary Assistance	35,000
C. ADMINISTRATIVE COSTS	Permanent Equipment	22,100
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	18,000
TOTAL		2,266,050

**External Relations Division**

**Objectives**

1. To develop cooperative ties with the UN and its system and coordinate the appropriate participation in their meetings.
2. External relations as the focal point for the relationship with the OECD will have to ensure effective reciprocal cooperation with this organisation and coordinate the appropriate participation in OECD meetings.
3. On the basis of the decision to be taken by the General Council under Article V.2 of WTO, new efforts will have to be developed for increased relations with the NGOs (business community and those NGOs not dealt with by the Trade and Environment Division).
4. As the focal point for relations with ITC, the Division will extend coordination within the Secretariat to ensure that WTO's concerns are fully taken into account by ITC.
5. To improve the functioning of the Registry and continue working on the automation project.
6. To circulate 4-5 corrigenda of the Directory per year.

**STAFFING**

Director	1
Professional Staff	3
General Service Staff	3



**External Relations Division**

Divisional Budget

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	708,800
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	342,900
	Temporary Assistance	22,000
C. ADMINISTRATIVE COSTS	Permanent Equipment	22,050
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		1,095,750

**Statistics and Informations Systems Division**

**Objectives**

The mandate of SISD is to provide a central statistical service to the Secretariat and WTO Members, to develop and maintain an information technology environment to meet WTO needs, and to strengthen cooperation among international organizations in these two fields. More specifically, the main objectives for 1996 are:

- to extend and upgrade the informatics infrastructure (i.e. LAN, Internet, Help-Desk, PCs), to implement and maintain the different projects under development (e.g. Documents Data Base, Library Automation, Services Data Base, Registry Automation);
- to update the content of the IDB and improve its coverage, to update the IDB CD-ROM, to perform modification to IDB required by the new ICC environment, and to undertake feasibility studies on the downsizing of the IDB to a PC platform;
- to complete all statistical material for the 1996 International Trade report on time, to improve the coverage, quality and dissemination of the WTO merchandise trade and related economic statistics, and to develop and maintain statistical indicators for GATS;
- to improve further the efficiency of SISD through staff training and to continue to foster a team-oriented approach in responding to user needs.

**STAFFING**

Director	1
Professional Staff	32.5
General Service Staff	11.5

**Statistics and Informations Systems Division**

Divisional Budget

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	5,936,200
	Temporary Assistance	*1,600,000
B. GENERAL SERVICE	Salary and common staff costs	1,314,450
	Temporary Assistance	10,400
C. ADMINISTRATIVE COSTS	Permanent Equipment	*2,002,300
	Expendable Equipment	125,000
	Contractual Services	1,222,800
D. OTHER COSTS	Staff Overhead Costs	7,200
	Missions	0
	Other	0
TOTAL		12,218,350

\* To be subsequently apportioned among divisions.

**Technical Co-operation and Training Division**

**Objectives**

1. The conclusion of the Uruguay Round and the establishment of the WTO have led to an important increase by developing and least-developed countries for technical assistance. Most of the requests focus on the implementation of the Uruguay Round Agreements and on the new obligations that developing countries have assumed. Individual and regional needs vary substantially and technical cooperation missions have to be tailored to the specific requirements to best meet the demands. The objectives of the WTO technical assistance activities are to assist developing countries in discharging their Uruguay Round obligations, to help identify new conditions of market access, following trade liberalization and assist them in developing sustainable and sound trade policies, which may also imply reorienting patterns of trade and production to better respond to market signals and consumer demand.
2. The increase in activities of the division, mainly as a result of the conclusion of the Uruguay Round, imply a need for additional human and financial resources in the future. this would allow undertaking a broad programme of technical missions, organizing seminars, conducting specific studies for identifying the potential for product diversification and setting up special programmes and trade policy courses. Priority will be given to technical cooperation for the least-developed, in particular African countries. At the same time, however, the regular activities with regard to other developing countries, economies in transition and newly acceding countries will also represent a very substantial part of ongoing work.
3. In order to enhance efficiency and make best use of existing expertise and scarce resources, technical assistance activities will increasingly be undertaken in relation with other international organizations.

**STAFFING**

Director	1
Professional Staff	14
General Service Staff	12

# Technical Co-operation and Training Division

## Divisional Budget

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	2,658,000
	Temporary Assistance	115,000
B. GENERAL SERVICE	Salary and common staff costs	1,371,600
	Temporary Assistance	0
C. ADMINISTRATIVE COSTS	Permanent Equipment	37,950
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Technical Co-operation Missions	741,000
	Trade Policy Training Courses	1,232,000
	Other	0
TOTAL		6,155,550

**Accessions Division**

**Objectives**

1. The Accessions Division's overall objective is to assist and facilitate the process of governments accession to the WTO Agreement, pursuant to requests under Article XII of the WTO Agreement. This is done through streamlining the process as much as possible, and through servicing bilateral and multilateral negotiations conducted in each case under the authority of the Working Party. The end result is a Protocol of Accession setting out commitments undertaken by the acceding government, approved by the Working Party concerned and The General Council.
2. To fulfil this objective, the Division performs the following tasks.
- (i) Co-ordinating and servicing meetings of Accession Working Parties, including the preparation of necessary documentation. This includes:
- (a) providing highly specialized and specifically focused assistance to the applicant government in the context of preparing the Memorandum on Foreign Trade Regime, replies to questions posed by Member governments, etc.;
  - (b) monitoring changes in laws, regulations and practices in acceding countries; acting as a depository for legislation which is examined by WTO Members, ensuring the highest possible transparency of the regimes concerned;
  - (c) co-ordinating the formal and informal schedules and work programmes of Working Parties, Chairmanships etc.;
  - (d) liaising with international organizations directly concerned with Accessions work e.g. the IMF, the World Bank, the EBRD and EFTA;
  - (e) consulting and preparing Reports of Working Parties, and drafting of Protocols of Accession, and servicing the formal and informal negotiations related thereto;
  - (f) preparing and reviewing schedules of concessions on goods and services for approval by the Working Party concerned and the General Council. This is particularly detailed work requiring full-time attention.
- (ii) Receiving and facilitating new requests for accession. There are a number of such requests in the pipeline.
3. The process of accession relates to the entire subject matter of the WTO Agreement. As such, accessions are administered within the Secretariat as a horizontal subject. Accordingly, the Division operates a Task Force on Accessions, which ensures the provision of co-ordinated Secretariat expertise to the acceding governments and to the Working Parties. also the Division ensures that all interested WTO Members are kept regularly and systematical informed of matters related to Accessions, both from the overall and the specific perspectives.

**STAFFING**

Director	1
Professional Staff	4
General Service Staff	3

**Accessions Division**

Divisional Budget

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	886,000
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	342,900
	Temporary Assistance	0
C. ADMINISTRATIVE COSTS	Permanent Equipment	24,100
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		1,253,000

## **Trade Policy Review Division**

### **Objectives**

1. The principal task of the TPR Division is to prepare Secretariat reports for the Trade Policy Review Body and provide the secretariat for meetings of the Body. the Division also provides the secretariat for the Committee on Balance-of-Payments Restrictions.
2. During 1996, the Trade Policy Review body will conduct the reviews of Singapore, Norway and Switzerland, initiated in the 1995 review programme. New reviews confirmed for 1996 comprise the fourth reviews (the first under WTO provisions) of Canada and the United States on the two-year cycle; second reviews of Brazil and the Republic of Korea on the four-year cycle and Colombia and New Zealand on the six-year cycle; and first reviews on the six-year cycle of Cyprus, Fiji, Honduras and (yet to be confirmed) of Bénin, Paraguay and Trinidad and Tobago.
3. The Committee on Balance-of-Payments Restrictions will in 1996 be required to conduct consultations under Article XII of GATT 1994 with Hungary, Poland and the Slovak Republic, and under Article XVIII:B with Tunisia and Pakistan.

### **STAFFING**

Director	2
Professional Staff	17
General Service Staff	10.5



**Trade Policy Review Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	3,366,800
	Temporary Assistance	37,000
B. GENERAL SERVICE	Salary and common staff costs	1,200,150
	Temporary Assistance	4,500
C. ADMINISTRATIVE COSTS	Permanent Equipment	11,050
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		4,619,500

**Textiles Division**

**Objectives**

1. Implementation of the Agreement on Textiles and Clothing: The Division contributes to this main objective through the provision of information and counselling to all WTO Members and acceding countries with regard to their obligations, rights and procedures; and by providing Secretariat service to the Textiles Monitoring Body for its examination of all actions taken under the Agreement.
2. Fulfilling the mandate of the Working Group on Notification Obligations and Procedures: The Division provides Secretariat service to this Group, which is required to complete its comprehensive examination of WTO notification procedures and make recommendations to the CTG by the end of 1996, which in practice means well in advance of the Singapore Ministerial.
3. In addition to the above, the Division maintains cooperative relationships with intergovernmental organizations (ITCB, ILO, OECD, UNCTAD, IMF, etc.); takes part in interdivisional activities on WTO policies and programmes (including WTO technical cooperation programmes); and provides information and explanations to trade organizations, non-governmental bodies, industry, press and academia on textile-related matters.

**STAFFING**

Director	1
Professional Staff	2
General Service Staff	1.5

**Textiles Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	531,600
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	171,450
	Temporary Assistance	8,400
C. ADMINISTRATIVE COSTS	Permanent Equipment	0
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Other	0
TOTAL		711,450

**Translation and Documentation Division**

**Objectives**

1. The Translation and Documentation Division's workload has grown steadily since the beginning of the Uruguay Round, and the pace has even accelerated with the start-up of the WTO. This trend appears to be of a long-lasting nature as it results from factors that are build into the WTO's legal framework: increased number of legal instruments, standing bodies, notification requirements, Members, etc.
2. On the translation side, prospects for 1996 are somewhat more encouraging after approval of six new regular posts. However, this reinforcement will be of little help if is not accompanied by measures to control growth in the workload.
3. Another positive development for the Translation Services in 1996 will be the reintegration of the Text-Processing Section in the CWR. This will certainly contribute towards improving efficiency.
4. As for documentation, a modernization programme was begun some years ago to develop more efficient systems for the electronic production, control, access, retrieval and dissemination of documents. This programme will shortly bear its first fruits. As suggested in the Management Report, electronic technology will not altogether replace paper but will provide better management and research tools and enable the Secretariat to cope with and increased workload.
5. Starting in the last quarter of 1995 and for a period of 12-18 months, TDD intends to introduce a number of services that will provide Delegations and capitals with improved access to WTO documentation. These services are the following:
  - Documents Data Base;
  - Daily Document Dissemination;
  - CD-ROM Dissemination;
  - Central Registry of Notifications;
  - Bibliographical and Documentary Research;
  - Document Management System;
  - Address Data Base.

**STAFFING**

Director	1
Professional Staff	39
General Service Staff	88

**Translation and Documentation Division**

**Divisional Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	7,088,000
	Temporary Assistance	2,800,000
B. GENERAL SERVICE	Salary and common staff costs	10,058,400
	Temporary Assistance	1,042,600
C. ADMINISTRATIVE COSTS	Permanent Equipment	175,900
	Expendable Equipment	627,000
	Contractual Services	1,589,000
D. OTHER COSTS	Staff Overhead Costs	0
	Library	481,800
	Missions	0
	Other	0
TOTAL		23,862,700

**Appellate Body**

**Objectives**

1. The Appellate Body was established pursuant to *The Understanding on Rules and Procedures Governing the Settlement of Disputes*, which is contained in Annex 2 to the *Marrakesh Agreement Establishing the World Trade Organization*. The task of the Appellate Body is to hear appeals from panel decisions in the context of the WTO dispute settlement process. It is comprised of 7 Members, experts in trade law and knowledgeable in the GATT and the WTO Agreements, who reside in different parts of the world.
2. The objectives for 1996 are to establish an efficient and independent Secretariat to service the Appellate Body, and the development of working procedures for the Appellate Body to assure that it fulfils its appellate function effectively. This will necessitate the hiring of professional and general service staff, setting up an efficient and secure communication system between Geneva and the Appellate Body Members, and creating an efficient registry and records-keeping system.
3. Since the work load of the Appellate Body and its support staff depends upon the number of dispute settlement cases appealed, and as this is the first year of the operation an appellate mechanism in the WTO, any cost estimates are necessarily tentative and the budgetary costs of the Body will need to be kept under review to assure that the Body has sufficient resources to carry out its assigned tasks.

**STAFFING**

Director	1
Professional Staff	3
General Service Staff	2

**Appellate Body**

**Budget**

(in Swiss francs)

PART	SECTION	
A. PROFESSIONAL	Base salary, post adjustment and common staff costs	708,800
	Temporary Assistance	0
B. GENERAL SERVICE	Salary and common staff costs	228,600
	Temporary Assistance	0
C. ADMINISTRATIVE COSTS	Permanent Equipment	0
	Expendable Equipment	0
	Contractual Services	0
D. OTHER COSTS	Staff Overhead Costs	0
	Missions	0
	Appellate Body Panels	1,020,000
	Other	0
TOTAL		1,957,400