

124.6

SIX COUNCIL MEETING

124.6 Six Council
Meeting

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

1947

CROSS INDEX

124.6 (Resolutions)

TO

UNRRA

FROM

SUMMARY

Subject: A compilation of the Resolutions on policy - fifth and sixth
Sessions of the UNRRA Council.

RECORD FILED

124.5 (Resolutions)

TYPIST

dre

DATE

4 Nov. 1947

124.6

20 OCT 1947

(4 ref.)

Mr. F. W. Boardman
International Documents Service
Columbia University Press
Columbia University
New York 27, N. Y.

Dear Mr. Boardman:

We are pleased to inform you that the Compilation of Resolutions on Policy, Fifth and Sixth Sessions of the UNRRA Council, has arrived from the printer. We are shipping to your stock department today 300 copies of this volume. The price suggested in our letter of 27 August 1947 was \$1.25. This Compilation will complete the UNRRA series which you have handled for us.

In her letter of 13 October to Dr. Dai Miss Schack informed us that she had acquainted you with the arrangements regarding the sale of UNRRA publications and the subsequent transfer to the United Nations of excess stocks and the contract on proceeds of sale. As suggested in our letter of 10 October we shall expect to hear from you when the Compilation of Resolutions on Policy has been on sale for a month so that arrangements can be made regarding the transfer.

Effective 16 October the Secretariat is abolished. The staff and functions of the Documents Office of the Secretariat are now transferred to the Records Section of the Bureau of Administration. Any future correspondence, therefore, should be addressed to me.

Sincerely yours,

Frances W. Hall
Documents Officer



124.5

(xref)
124.6 (Journals)
10 OCT 1947
K

Miss Elizabeth T. Schack
International Documents Service
Columbia University
New York 27, N. Y.

Dear Miss Schack:

We have noted your letter advising us that you wish to transfer the excess stocks of the Journals of the Sixth Session to the United Nations as soon as possible. Unfortunately, the United Nations has informed us that at the present time they are unable to take care of this material due to lack of storage space. We now expect to receive the Compilation of the Resolutions on Policy of the Fifth and Sixth Sessions from the printer within the next ten days and will inform you as soon as the shipment for International Documents Service is ready. We therefore suggest that you inform us when the Compilation of Resolutions on Policy have been on sale for a month so that an early arrangement can be made regarding the transfer to the United Nations of UHRA publications and the contract on proceeds of sale.

In the meantime, we hope that you are not too inconvenienced in retaining the Journals of the Sixth Session.

Sincerely yours,

Poelin Dai
Chief of the Secretariat



050- International Documents Service

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

Ltr

DATE

9 Apr 47

CROSS INDEX

124.6 ---

Geneva Office 306 (Expenditures)

TO

Co. H.M. Burnett, ERO

FROM

R. W. Ludlow

SUMMARY

We have rec'd a bill from the UN covering expenses
incurred at Geneva for Council Session.---

RECORD FILED

040 United Nations

TYPIST

hvs

DATE

18 Apr 47

1246 (Journals)
47

8 March 1947

TO: Faith Fraser
FROM: Frances Randolph
SUBJECT: Bound Journals of the Sixth Session

Please ship 300 copies of the Journals of the Sixth Session direct to International Documents Service addressed to the following:

Columbia University Press Stock Room
Attention: Mr. Siri
459 West 59 Street
New York 19, N. Y.

Deliver 1000 copies to the Documents Office, Room 427, Dupont Circle Building, and the remaining copies (700) to the Warehouse on 14th St.

18 / 1 / 47

12416 —

47

To: Dr. P. W. Kuo

From: Hsi-fang Tsien

Subject: Report on the work of the Inquiry and Admissions Office at the Sixth Session of the Council of the United Nations Relief and Rehabilitation Administration.

The Inquiry and Admissions Office

At the Sixth Session of the Council of United Nations Relief and Rehabilitation Administration, for the first time, an Inquiry and Admissions Office was established. The functions of this Office were:

- a) To provide general information concerning the activities of the Session, copies of the daily Journal, the Guide and Directory of the Sixth Session, and the Order of the Day.
- b) To receive all incoming mail, cables and messages for members of delegations, observers and special visitors
- c) To issue admittance cards to the general public.
(General public meant those who were not members of delegations, observers and special visitors)

Staff of Inquiry and Admissions Office

The staff consisted of one Inquiry and Admissions Officer, three Assistants and one Messenger. Members of the Office worked in shifts from 9:00 AM - 9:00 PM.

Location and Equipment of the Office

- a) Location - The Office was situated at the left of the entrance of the Council Chamber (New Ballroom of the Shoreham Hotel) and next to the Credentials Office.
- b) Equipment of the Office were as follows:
 - 1 long table - used partly as desk and partly as table for daily documents
 - 1 Secretarial desk with typewriter
 - 1 pigeon-hole letter box
 - 1 telephone
 - 1 blackboard
 - 1 bulletin board
 - Chairs

✓ - 140 (Inquiry & Admissions Office)

How the Office functioned

- a) Methods used to disseminate daily and general information concerning the Sixth Council are as follows:
1. Making readily available at the documents desk the daily Journal, the Guide and Directory and the Order of the Day as well as all other pertinent documents.
 2. Use of the Bulletin Board
 3. Use of the Black Board
- b) Methods used to transmit messages, letters and cables promptly are as follows:
1. Notices were put in the Journal and the Guide and Directory to the effect that delegates, observers and special visitors were to call at the Office for any communications they expected to receive.
 2. Letters, messages and cables were put into an alphabetically arranged pigeon-hole letter box as soon as they were received so that they could be readily available when asked for.
 3. Notices were written on the Black board
 4. The Messenger was used to despatch urgent messages.
 5. Announcements were made at the end of Plenary meetings informing those who had messages to call at the Inquiry and Admissions Office.
- c) Issuance of admittance cards

Before entering the Council Chamber, the general public stop at the desk and are issued admittance cards. Duplicate cards were kept for record. Only open meetings were allowed to the general public.

The total number of admission cards issued was 67. This number, however, does not represent the number of people of the general public attending the meetings because many visitors entered without any card of admission. In order to remedy this, and if it is considered necessary to keep accurate record of those attending the meetings, it is suggested that a person be stationed at the entrance of the Council Chamber to check admittance cards. at the next Council Session.

UNRRA

124.6 (Resolutions)
OUTGOING CABLEGRAM

NUMBER: 18711
TO: London
REPEATED: Minsk 545
RECEIVED CABLE SECTION: 30/12/46 - 7:47 p.m.
DISPATCHED: 30/12/46 - 8:25 p.m.

King from Frase

Please have Stewart or Westwood take Sixth Session Council Resolutions to Minsk. Resolution 114 may affect mission closure plans. Appreciate advice here when Stewart or Westwood depart Minsk.

Drafted by:
RWFraser (Byelorussian Mission)
30 December 1946

Cleared by:
FWeiss

STANDARD DISTRIBUTION

ed:ls 302010
tp:dl 302215
59c

UNRRA

1246
INCOMING CABLEGRAM

NUMBER: 1766

FROM: Prague (Signed Denlinger) to
Washington; London 2213 (Den-
linger for Cummings-Morell)

DATED: 28/12/46

RECEIVED: 28/12/46 - 11:01 a.m.

2/1/47 - CORRECTED COPY. Please
substitute for copy previously
distributed with London No. as
2113.

Denlinger for Lilly-Stitt

Your 2119.

Resixth session December 13 and field from London December
24 received December 28.

STANDARD DISTRIBUTION

*PI

ed:ovg 281144
tp:dl 021710
70c

124.6

20 December 1946

My dear Governor Lehman:

I take pleasure in informing you that your inspiring message to the officers and directors of the Sixth Council Session was received and delivered to the Council at its Seventh Plenary Meeting on 13 December. On their behalf, I wish to convey to you their deep appreciation for your encouraging words and their regret that you were unable to be present.

The message has been made a part of the permanent files of the Administration as a document of the Sixth Session of the Council. I enclose, for your reference, a copy of this document as well as a set of the resolutions adopted by the Council.

With kindest regards,

Sincerely yours,

P. W. Kuo

Enclosures

The Honorable
Herbert H. Lehman
820 Park Avenue
New York, New York



*400 - Lehman, Herbert H.
(Security)*

X reference

124.6—

DEC 19 1946

OFPA Ref. 210/25

Miss Agnes Smedley
c/o China Liberated Areas Relief Assoc.
Room 713
1790 Broadway
New York City

Dear Miss Smedley:

This will acknowledge your telegram of 13 December addressed to Mayor Fiorello LaGuardia, which has been referred to me for reply.

We regret that there appears to be a misunderstanding on the part of General Chou En-lai as to the response which General Hodge made to General Chou's request for inclusion in the Agenda of the Sixth UNRRA Council Session of a proposal from the China Liberated Areas Relief Association concerning arrangements for the distribution of UNRRA relief supplies in Communist areas in China.

As we are advising General Chou directly, the Agenda of the UNRRA Council Sessions is prepared jointly by representatives of the member governments and of the Administration. No individual has the right to determine what items will be considered.

In the case in question, no member government requested the discussion of the Chinese Communist proposal, and on the Administration side it was felt that the proposal presented problems calling for administrative rather than deliberative action.

I can assure you that the Administration both in Washington and in China is energetically negotiating with both Chinese Government and Chinese Communist representatives to the end of improving the provision of effective aid to all needy areas in China. In consultations which have been in progress for many months and which are currently resulting in various concrete steps no proposals are being ignored.

Sincerely yours,

J. Franklin Ray, Jr.
Chief
Far Eastern Affairs

JFRay:em
17 Dec. 1946



040 - China Liberated Areas Relief Assoc.

124.6
47

16 December 1946

To: Mr. William Rice
From: Burton E. Palmer

With reference to the attached memoranda to Generals Lewis and Gale, will you kindly make arrangements with the Shoreham Hotel that their total hotel bills exclusive of any liquor or laundry charges are sent in to UNWRA with the other bills covering the Sixth Council Session. These hotel bills will be paid by the Administration. With reference to actual cost of accommodation in New York, please make arrangements with Mr. Canade for him to pay these bills when Generals Lewis and Gale are checking out of their New York hotel. If Mr. Canade does not have sufficient funds in his petty cash to cover these bills, you are hereby authorized to request an advance in the amount necessary to settle the aforementioned bills.

Attachment

cc-Mr. Wisser

UNRRA

OUTGOING CABLEGRAM

124.6-

TO: London 18184; Shanghai 4947;
Sydney 2594

RECEIVED CABLE SECTION: 13/12/46 - 12:48 a.m.

DISPATCHED: 13/12/46 - 3:56 a.m.

For Public information from Lilly.

121005 fourth press council message: After brief plenary session committees and subcommittees began work on resolutions concerning:

1. Setting deadlines on purchase, shipping and supply.
2. Possibility of holding a seventh Council session within the first six months of 1947.
3. Election of a new director general.
4. Implementation of resolution 105 concerning employment of UNRRA personnel by other international organizations.

These and other resolutions scheduled for discussion and vote at plenary session scheduled for 1000 hours Friday. Second plenary session Friday scheduled for 1130 hours.

STANDARD DISTRIBUTION

Drafted by:
Margolin (Office Pub. Inf.)
12 December 1946

Cleared by:
LJ Margolin

ed:ls 131248
tp:mtj 130420
67c

UNRRA

124.6 (Press)
~~OUTGOING CABLEGRAM~~
K

NUMBER:

18242

TO:

London

REPEATED:

Shanghai 4969; Sydney 2601

RECEIVED CABLE SECTION:

13/12/46 - 8:16 p.m.

DISPATCHED:

13/12/46 - 9:58 p.m.

Press

Public Information from Lilly

131220 Council press cable number six: Sixth plenary session of the sixth UNRRA Council Session convened here today at 1145 hours to hear reports of committees working on resolutions.

1. Passed resolution requesting administration prepare to submit to Central Committee within one month report on measures by administration to encourage repatriation in accordance with council resolution, and Central Committee is authorized to make policy decisions to expedite outcarrying council resolutions on repatriation.

2. Passed resolution commending those voluntary agencies who assisted in UNRRA's work.

3. Passed resolution implementing resolution 106 concerning hiring of UNRRA personnel by International Agencies.

4. Passed resolution that there should be another Council session prior to thirtieth June 1947 at time and place determined by

central committee. Central Committee may decide by unanimous vote that further council session is unnecessary. If central committee determines no further council session necessary then from such date of determination all powers of council shall be vested in central committee.

5. Passed resolution that Administration shall make every effort to complete procurement and shipments against program of operations as approved by central committee in accordance with resolutions to receiving countries in Europe not later than 31 March 1947 and in Far East before 30 June 1947. Resolution noted with concern that considerable part UNRRA supply program will remain unfulfilled end of 1946. Council resolution urged contributing countries make every effort to facilitate prompt completion procurement and shipment of UNRRA supplies against program of operations since without such assistance UNRRA will not be able to achieve objective put before it by this resolution. Further resolve that if procurement is not fully completed and goods are not ready for shipment by 31 March 1947 in case of Europe and 30 June 1947 in case of Far East, Administration is authorized: (a) to make arrangements with supplying governments to extent such governments are prepared to do so, to assign contracts for undelivered supplies to receiving countries and provide for their payment, including cost of transportation. (b) when such arrangements are unobtainable, to complete, subject to any limitations applicable to contributions of each country, as early as possible after dates set forth above, procurement and shipment of supplies against approved programs.

6. Passed resolution approving administrative budget of \$9,500,000 for 1947 with allocations to member governments in proportion. There were four abstentions in voting. Brazil, Turkey and Egypt made reservations. India said extremely unlikely it could make additional administrative contribution. Honduras, Venezuela and Chile also made reservations.

7. Director General LaGuardia presented \$550,000 check as first contribution to unifications international children's fund. Accepted by Henri Laugier, assistant Secretary General of Social Affairs UN and Sir Carl Berendsen, New Zealand delegate to UN and chairman Committee Three (refugees) of UN. Money was solely gift from people unistates during emergency food collection headed

UNRRA

OUTGOING CABLEGRAM

- 3 -

by Henry A. Wallace. Fund was idea of Dr. Ludwik Rajchman, Polish delegate.

8. Seventh Plenary Session held 1500 hours. Began with remarks by Undersecretary of State Dean Acheson, who, at the direction of the President of the United States presented Medal for Merit to LaGuardia for his outstanding services as chairman unistates section, permanent joint board on defense, Canada-unistates. Acheson said: "It is very rare that contributions of any man to the cause of uniations are great both in period of war and great in aftermath of war. That rare combination has been achieved by distinguished gentleman who serves as DG of UNRRA." Medal for Merit is highest civilian decoration within gift of unistates government.

9. Director General designate Rocks paid high tribute to Governor Lehman, Mr. LaGuardia, Commander Jackson, General Gale, and to the entire UNRRA staff at Headquarters, in London and in field. "I have learned to trust them in the full assurance that individually and collectively they can always be counted on to do job that is theirs." He added, that he would make every effort to fulfill UNRRA program because supplies still to be delivered may make all difference in some receiving countries -- difference between steady progress toward recovery and serious set-back. "I consider our programming and procurement procedure too inflexible. We shall propose shortly to governmental representatives procedure under which we will procure stockpile."

10. Expressions of appreciation of service to UNRRA by Director General LaGuardia were made by delegates from Czechoslovakia, Brazil, USSR, Canada, unistates, unikingdom, Yugoslavia, China, Norway and Poland. Session adjourned at 1620 hours.

Drafted by:
LJWargolin (Public Information)
13 December 1946

STANDARD DISTRIBUTION

ed:mr
tp:mk 161126
66c

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

GENERAL ANNOUNCEMENT NO. 181

11 December 1946

SUBJECT: SIXTH COUNCIL SESSION TELEPHONE EXTENSIONS

The following telephone extensions are assigned to the Sixth Council Session now being held at the Shoreham Hotel. These lines are running direct from the UNRRA switchboard to the Shoreham Hotel and can only be secured by the UNRRA telephone operators. If the UNRRA extensions are busy, the offices can be secured by dialing ADams 0700 and asking for the room numbers shown in the list below.

| <u>UNRRA</u> <u>Extension</u> | | <u>Room</u> <u>Number</u> |
|----------------------------------|--------------------------------|------------------------------|
| 880 | Secretariat Room | 103F |
| 881 | Director General | 507F |
| 882 | Senior Deputy Director General | 509-11 |
| 883 | Chief Executive Officer | 513F |
| 884 | General Counsel | 707F |
| 885 | Public Information | 202D |
| 886 | Administrative Services | 305F |
| 887 | Documents Officer | 1013F |
| 888 | Inquiry Desk | Messanine |

Burton E. Palmer, Chief
Bureau of Administration

UNRRA

OUTGOING CABLEGRAM

124.6

TO: London 18134; Shanghai 4942; Sydney 2590
RECEIVED CABLE SECTION: 11/12/46 - 7:29 p.m.
DISPATCHED: 11/12/46 - 8:55 p.m.

PRESS

Cummings from Lilly

111755 Council press report number three:

Nicolai I. Feonov, USSR delegate, made following points when addressing fourth plenary session today (Wednesday) of UNRRA sixth council session:

1. Soviet delegation hopes that unistates delegation will live up to Resolution 101 and statement made by Unistates delegation head in Geneva when he said that "shipments should continue until the funds are exhausted".
2. The soviet delegation says best solution would be to turn over to receiving countries contracts unfulfilled by time specified payments for shipments are to be made from funds assigned to each country.
3. Soviet delegation opposes burying Council and giving functions to Central Committee, suggesting next and last UNRRA Council session in April, 1947.
4. Soviet delegation says that relief is not being rendered to Korea and asked that administration correct this.
5. Feonov charged that UNRRA was not making proper efforts in repatriating the deeppees.

✓ X-553 -

Colonel C. Tyler Wood, Unistates delegate made following points:

1. Occupying authorities making every effort to repatriate deespees and State department has received protests recently from private organizations that repatriation is being stressed too much.
2. The Unistates delegation disagrees with deespee and Feonov that resolution 101 constituted a commitment by administration to complete program exactly as planned.
3. He said Unistates delegation was not proposing reshuffling of program but is proposing that we maintain flexibility needed to meet changing conditions.
4. Unistates delegation opposed calling another council session, suggesting that basic policy be settled at this session and further decisions be left to central committee.

The Director General made following points:

1. There is no relief going to Korea because council at Geneva ruled that Korea was to get relief only if funds for other countries were not impaired and its been ruled since that such funds would be impaired if relief were given Korea. Also no relief going to Korea because of attitude of the zone commander of USSR zone.
2. He asked that council decide definitely policy on shipments as related to resolution 101 so that new director general can operate and complete program. He said Unistates interpretation of resolution 101 was erroneous and that wording of resolution was specific: that UNRRA should make every effort to complete its full program. He added quote "Tis of greatest importance and I would hate to see this great organization wind up in row with charges and countercharges. Eyem quite sure this is only momentary view taken by State Department.

Delegate from China, Dr. Li Choh-Ming, made the following points:

1. Requested that adequate staffs be retained in Administration to complete program, and that experts will be retained by administration in China to assist in receipt, distribution and installation of UNRRA supplies there.

UNRRA

OUTGOING - ³ CABLEGRAM

2. He said when he left Shanghai November 24 not a single UNRRA was in harbor unloading or in berth. He added that distribution to most areas was no longer a major problem, stating that China will make every effort to maintain improved distribution rate for more remaining 55 per cent of Chinese program.

3. He said quote eye feel privileged to pay special tribute to men and women of administration who have devoted themselves to principles upon which UNRRA was founded and whose efforts have been largely responsible for successful completion of the UNRRA program. UNRRA has been first operating agency of the Uniations. It has been a success and its accomplishments will live on as a permanent monument of this expression of international cooperation.

Drafted by:
LJ Margolin (PI)
11 December 1946

STANDARD DISTRIBUTION

ed:ms 111932
tp:fmw 121250
67c

UNRRA

124.6 (Press)
OUTGOING CABLEGRAM

NUMBER: 18086
TO: London
RECEIVED CABLE SECTION: 10/12/46 - 10:16 p.m.
DISPATCHED: 11/12/46 - 4:10 a.m.

101705

Cummings from Lilly - Council Press Report Number Two:

Director General F.H. LaGuardia made his final report to the Sixth Council meeting of the United Nations Relief and Rehabilitation Administration in Washington this afternoon (Tuesday) before the assembled delegates from forty-one nations.

Mr. LaGuardia made the following points:

1. "Up to November 30th, seventyfour percent of the UNRRA program has been completed and shipped. That leaves twentysix percent in dollar value yet to be shipped.
2. "The total of all UNRRA shipments to date is \$2,177,729,000. That represents 74 percent. You might be interested to know that of this, \$1,021,590,000 was food. Clothing, textiles, and footwear amounted to, \$368,282,000; medical supplies, \$61,226,000; agriculture rehabilitation \$202,842,000; industrial rehabilitation, \$405,458,000 and supplies from surplus military properties, \$108,412,000.
3. "I don't know how much will be shipped in December but it is apparent that the UNRRA program will not be completed in December and will run into January, February and March for Europe and China, which, technically terminates on March 31, 1947, will surely run into July and August at least.

4. "I do not know of any instance of or any case of politics played by the Central Committee and anyone who says so is not telling the facts accurately. I have heard of no country taking exception in any of the deliberations of the Central Committee that politics were being played.

5. "The spirit and the letter of the original UNRRA agreement surely was carried out by my distinguished predecessor, Governor Herbert H. Lehman. I know I carried it out. I will not say that at times suggestions were not made to me, but I can look every delegate in the eye and say that at no time did I submit to any suggestion or recommendation that would in any way retard or alter the shipment to any country of the program as given me by the Central Committee.

6. He reiterated UNRRA Council Resolution Eighty and one hundred one the latter committing UNRRA to the completion of the program. "We are honor bound by previous commitments to carry out the programs now existing, made and approved by the duly authorized agent of this council, the Central Committee.

7. He requested the Council to give very specific instructions in carrying out the remainder of the UNRRA program.

8. He said that UNRRA shipments had been put behind schedule because of the previous long U.S. Coal strike and steel and two shipping strikes.

9. He asked for the support of the International Refugee Organization and asked for the countries to consider taking in some of the displaced persons now in UNRRA camps. These deepsees will be cared for by UNRRA until June, 30, 1947. He said the IRO budget was too low.

UNRRA

OUTGOING CABLEGRAM

- 3 -

10. He praised the work of the UNRRA medical division and fact that they had saved lives of 50 million people, adding that he was gratified that UNRRA had transferred most of its functions to the WHO together with \$1,500,000. He said that health was very expensive and hoped IRO would get more funds.
11. There will be need for food assistance in 1947. And eye sincerely hope and pray that this assistance will be forthcoming, and provided without fear or favor, without prejudice, without hatred in the original spirit of UNRRA.
12. And so now we come to parting of the ways. It has been nice working with you. This has been a real International Organization. There has never been any bitterness in our Council or committee. I do want to thank you. Seeing how much good there is in people is reward. Weve carried out plan drawn by economists and drafted by lawyers but we did it in spirit of the sermon on the mount. I hope that nothing will happen in the remaining days of UNRRA that will spoil that effort. Weve demonstrated to the world that 48 nations can work in harmony and carry out a great mission. Let us see that this job is not lost to history.

Drafted by:
LJMargolin (PI)
10 December 1946

STANDARD DISTRIBUTION

ed:gt 102217
tp:lcd 110507
60c

UNRRA

124.6 (Press)
OUTGOING CABLEGRAM

NUMBER: 18053
TO: London
RECEIVED CABLE SECTION: 10/12/46 - 3:20 p.m.
DISPATCHED: 10/12/46 - 3:26 p.m.

101130

Council press report Number One:

First plenary session of sixth UNRRA Council session convened Washington 0940 hours with deegee F. H. LaGuardia presiding. Delegates welcomed to the United States by Undersecretary State Dean Acheson who stated: "About three years ago you had pleasure et privilege of welcoming members of UNRRACouncil at its first session in Atlantic City. asterik asterik asterik UNRRA was first operating organization of United Nations para twas formed while war was still raging norder that twight be ready to move into occupied countries immediately after their liberation para UNRRA had to blaze completely new trail para There was no pattern, no precedent, no rules of procedure protbis great adventure para Task was undertaken cum enthusiasm, imagination etenergy para Twould be easy to quote statistics of millions tons food stuffs, medicines, tractors, plows trucks and thousands of other supply items which have been delivered to liberated countries. para But present condition of these countries speaks much more eloquently of UNRRAs success para Farms etfactories are again producing necessities of life. Railways etessential utilities are operating. The people have been fed etclothed. Hope etambition are again to bfound in hearts etminds fpeople.

There are still serious problems ahead. But as UNRRA approaches end emergency task for which it was organized, new means both national and international are available for dealing with situation today. There are now a number of international organizations designed to carry further the task of repairing the ravages of war, and to help build a more prosperous world. The machinery of individual governments and private commerce also stands ready to carry us further along road to recovery. I urge the members of Council to keep alive the initial spirit with which they undertook vast task of relief and rehabilitation, as you now plan for completion of UNRRA programs and integration of those of its activities which should continue, into the programs of new agencies. Even sure the conclusion of work of Council will be marked by same cooperative atmosphere which has been characteristic of its past deliberations. Before closing I want to pay a sincere tribute to the thousands of men and women composing UNRRA's staff throughout world who have carried on the day to day work of that organization. They put no limit on their hours of work. In many cases they suffered physical inconveniences and privations in order to carry on their tasks. They worked in an organization which they knew could give them no position of permanence or security. I know they would not have remained with UNRRA if they had not realized that these disadvantages were more than offset by the satisfaction which they had in participating in such a program. May I again express my pleasure that another session of the Council has been convened in this country. The American people and the American Government extend to you members of the Council, the Director General and the entire staff of UNRRA their sincere gratitude and admiration for the great work which you have accomplished. You are indeed welcome to United States and may be happy again to be the one who welcomes you. I quote from Credentials Committee approved delegates from forty-one member governments and accredited Iran as observer. Plenary session adjourned to 1200 hours. Endit.

STANDARD DISTRIBUTION:

ed:db 10172

tp:lrc 110115

Drafted by:
Margolin (PI)
1 December 1946

2 1246 - Directory, Plans +
Room
UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

SIXTH SESSION OF THE COUNCIL

TELEPHONE AND ROOM DIRECTORY

Each office is equipped with a regular Shoreham Hotel telephone. The extension numbers of these telephones correspond to the numbers of the rooms and will not be listed below. Ten of the key offices of the Session have also been equipped with telephone extensions connected to the main switchboard of UNRRA Headquarters (Decatur 7300). These extensions are listed below opposite the rooms in which they are located.

LOCATION OF KEY OFFICES:

| | <u>Room</u> | <u>Hdqs. Extension</u> |
|-----------------------------------|-------------|----------------------------|
| Delegates' Office | 407-F | |
| Committee Room A | 100-E | |
| Committee Room B | 200-B | |
| Committee Room C | 606-E | |
| Chairman of the Council | 101-G | |
| Director General | 507-F | 881 |
| Senior Deputy Director General | 509-511 D | 882 |
| Chief Executive Officer | 513-D | 883 |
| Administrative Office | 303-F | 886 |
| Central Office of the Secretaries | 103-F | 880 |
| Credentials and Registration Desk | Lobby | 888 |
| Inquiry Desk | Lobby | 888 |
| Drafting Office | 207-F | 884 |
| Documents Office | 1013-F | 887 |
| Documents Registration | 1015-F | |
| Documents Distribution | Green Room | |
| Daily Journal | 104-E | |
| Public Information Office | 202-D | 885 |
| Press Workroom | Lobby | 889 |

DIRECTOR GENERAL AND STAFF

| Room | Hdqs. Extension |
|------|--------------------|
|------|--------------------|

Office of the Director General

| | | |
|---|-------|-----|
| Fiorello H. LaGuardia - Director General | 507-F | 881 |
| Gertrude D. Matthews - Sect'y to Director Gen'l | 507-F | 881 |

| | | |
|--|-------|--|
| Harold E. Caustin - Ass't to Director General | 501-F | |
| Helen Hill - Sect'y to Ass't to Director Gen'l | 501-F | |

Office of Senior Deputy General

| | | |
|---|----------|-----|
| R. G. A. Jackson - Senior Deputy Director Gen'l | 509-511D | 882 |
| Sheila J. Collins - Personal Assistant | 509-511D | 882 |
| Helen Kwaite - Secretary | 509-511D | 882 |

Office of Chief Executive Officer

| | | |
|---|-------|-----|
| Lowell W. Rocks - Chief Executive Officer | 513-D | 883 |
| Alfred G. Katzin - Deputy Chief Executive Officer | 513-D | 883 |

European Regional Office Representatives

| | | |
|--|----------|--|
| Sir Humfrey Gale - Personal Rept'v of Director Gen'l European Regional Office | 807-F | |
| R. G. Lewis - Deputy Director General, charge of Department of Finance and Admin. | 603-605F | |
| Keith Aickin - Assistant General Counsel | | |

OFFICES OF THE SECRETARIAT OF THE SESSIONCentral Office:

| | | |
|--------------------------------------|-------|-----|
| P. W. Kuo - Chief of Secretariat | 103-F | 880 |
| Eleanor Merrick - Assistant to Chief | 103-F | 880 |
| Mary Dellenoci - Secretary to Chief | 103-F | 880 |
| Marjorie Rateau | 103-F | 880 |
| Isabel Ellis | 103-F | |
| Sylvia Monaghan - Assistant to Chief | 107-F | |
| Jane F. Plimpton - Special Assistant | 107-F | |
| Paulina Palmer - Assistant to Chief | 107-F | |
| Eugene Sergeev - Consultant | 103-F | 880 |

| | Room | Hdqs. Extension |
|--|-------------|--------------------|
| Agnes Olive - Conference Reporter | 1020-F | |
| Alexander Ornstein - Conference Reporter | 1020-F | |
| Verbatim Reporters | 1016-1018-F | |

Credentials Office

| | | | |
|--|--|--------|-----|
| Amy Holland - Credentials Officer | Credentials and registration Desk - or | 1012-F | 888 |
| Nancy Moore - Registration Assistant | " " | 1012-F | 888 |
| Myra Jean Lindsay - Registration Assistant | " " | 1012-F | 888 |

Inquiry Desk

| | | |
|---|--------------|-----|
| Lois Tsien - Inquiry Officer | Inquiry Desk | 888 |
| Helen Acree - Assistant Inquiry Officer | Inquiry Desk | 888 |
| Sylvia Brooks - Assistant Inquiry Officer | Inquiry Desk | 888 |

Drafting Office

| | | |
|--|-------|-----|
| Alfred E. Davidson - Drafting Officer | 207-F | 884 |
| Elinor Wolf - Administrative Assistant | 207-F | 884 |
| Mildred Pollan - Secretary to Mr. Davidson | 207-F | 884 |
| Bertha Miller - Secretary to Mr. Davidson | 207-F | 884 |
| David Lloyd - Assistant Drafting Officer | 200-F | 884 |
| Charlotte Lloyd - Assistant Drafting Officer | 200-F | 884 |
| Helen Hymowitz - Secretary to Mrs. Lloyd | 200-F | 884 |
| Frederick Chait - Assistant Drafting Officer | 202-F | 884 |
| Ruth Sonnenburg - Secretary to Mr. Chait | 202-F | 884 |

Office of Committee SecretariesGeneral Committee

| | | |
|---|-------|-----|
| Frederick Chait - Secretary | 202-F | 884 |
| Jane F. Plimpton - Assistant Secretary | 107-F | |
| Ruth Sonnenburg - Secretarial Assistant | 207-F | 884 |

Ad Hoc Committee on Policy

| | |
|-----------------------------------|-------|
| Keith Aickin - Secretary | 605-F |
| Elinor Wolf - Assistant Secretary | 207-F |

Ad Hoc Committee on Nominations

| | |
|-------------------------------------|-------|
| Harold E. Caustin - Secretary | 501-E |
| Jane F. Plimpton - Ass't Secretary | 107-F |
| Alice Wells - Secretarial Assistant | 107-F |

Ad Hoc Committee on Credentials

| | |
|--|--------|
| Amy Holland - Secretary | 1012-F |
| Nancy Moore - Assistant Secretary | 1012-F |
| Donald Vaughan - Secretarial Assistant | 1012-F |

Ad Hoc Committee on Observers

| | Room | Hdqs. Extension |
|---------------------------------------|-------|--------------------|
| C. V. H. Engert - Secretary | | |
| Sylvia Monaghan - Assistant Secretary | 107-F | |
| Kay Carroll - Secretarial Assistant | 107-F | |

Committee on Financial Control

| | | |
|---|-------|--|
| Ralph M. Boyer - Secretary | 203-B | |
| Helen Sticka - Assistant Secretary | 203-B | |
| Elizabeth Morse - Secretarial Assistant | 203-B | |

Documents Office

| | | |
|--|-------------|-----|
| Frances Randolph - Documents Officer | 1013-F | 887 |
| Frances Hall - Assistant Documents Officer | 1013-F | 887 |
| Willa Geidel - Assistant Documents Officer | 1013-F | 887 |
| Evelyn Dutton - Registration Officer | 1015-F | |
| Lucile Donovan - Registration Officer | 1015-F | |
| Kathlyn Malloy - Registration Officer | 1015-F | |
| Sally Katz - Typing Supervisor | 1017-F | |
| Mabel LeFevre - Typing Supervisor | 1017-F | |
| Dorothy McCoy - Typing Supervisor | 1017-F | |
| Faith Fraser - Duplicating Officer | 14th Street | 36 |
| Eleanor Daunis - Distribution Officer | Green Room | |
| Tony Sender - Distribution Officer | Green Room | |
| Ann Morris - Distribution Officer | Green Room | |

Daily Journal Office

| | | |
|---|-------|--|
| Alastair Taylor - Editor | 103-E | |
| Cicely Ryshpan - Associate Editor | 103-E | |
| Ruth Rifkin - Editorial Assistant and Liaison | 104-E | |
| Mary Featherstonenaugh - Editor Ass't and Liaison | 104-E | |
| Esther Ober - Secretary | 103-E | |

Public Information Office

| | | |
|---|-------|-----|
| Joseph P. Lilly - Director | 202-D | 885 |
| Phil Stitt - Assistant Director | 202-D | 885 |
| William Wells - Press Officer | 200-D | |
| Leo Margolin - Press Officer | 200-D | |
| Mary Mack - Press Officer | 200-D | |
| Sylvia Singerman - Accred., Documents Officer | 200-D | |
| Marcella Olson - Secretary | 200-D | |
| Alice Hyde - Secret. to Director | 202-D | |
| Press Workroom | Lobby | 889 |

Administrative Offices

| | <u>Room</u> | <u>Hdqs.</u> <u>Extension</u> |
|---------------------------------|-------------|----------------------------------|
| Thad C. Martin - Admin. Officer | 303-F | 886 |
| Irene Gillespie - Secretary | 303-F | 886 |
| P. R. Curcio - Space Officer | 303-F | |
| William Murray | 301-F | |

Personnel Office

| | |
|---|-------|
| Edith Watkins - Personnel Officer | 102-E |
| Virginia Kleinberg - Ass't Personnel Off. | 102-E |

Reproduction Office

| | |
|--|-------|
| Milton Guttenplan - Reproduction Officer | 101-E |
|--|-------|

Controller's Office

| | |
|--|-------|
| H. E. Howell - Controller | 202-B |
| Mary Millican - Administrative Assistant | 202-B |

124.6
RM

MEMORANDUM

6 December 1946

To: A. Saari
From: G. J. Gould
Subject: SIXTH COUNCIL SESSION

Please arrange to have a motorcycle available so that documents can be picked up twice a day at the Shoreham Hotel for delivery to the Embassies and other places where this material should go. Also arrange to have hourly pick-up service at the Shoreham Hotel for each day the Council is in Session. It will not be necessary to assign another motorcycle, but the boy that is assigned can pick up mail at the Shoreham in addition to the LaSalle and Grafton Buildings and can make this stop in his stride. He will drop and pick up mail at the Central Office of the Secretariat, Room 103 F, Shoreham Hotel. Please arrange to have a boy work tomorrow (on a work project) to deliver documents to the Embassies.

On Monday the messengers that we are supervising will report to you. Please arrange to tell them where they are to work, the hours they will work, and any other information that we will have at that time.

GJG:HW

X - 211.3 (messenger)

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

6 December 1946

CROSS INDEX

124.6

TO

Mr. Thad C. Martin

FROM

P. W. Kuo

SUMMARY

Special project

RECORD FILED

421.4 (spec. project)

TYPIST

kw

DATE

12 December 1946

124.6 (meals)
RM
6 December 1946

MEMORANDUM

TO: Mr. B. E. Palmer

FROM: Thad C. Martin

Relative to our discussion recently on the subsidizing of meals for employees during the Sixth Council Session at the Shoreham Hotel, I would like to have your approval for all employees below Grade 12 to be entitled to sign for their meals and to be charged by the Administration 50¢ per meal, the Administration bearing the difference in cost. The necessity for this is the inability of employees eating elsewhere while performing their duties and meeting schedules. Also they will be confined to the hotel practically all of their working time.

Please let me have your approval on this as soon as possible so I can advise the people concerned.

TCM:sfs

cc: Dr. Kuo

Copies on thin letterhead mailed to following newsreels: Robert Denton, Paramount, 306 H Street, N. W., Washington; (2) George Dorsey, Fox, 705 Albee Bldg., Wash.; (3) Tony Muto, Fox, 18 H St., NW, City; (4) J. C. Brown, MGM News of the Day, 1009 N. J. Ave., City; and (5) James E. Lyons, Universal Newsreel, 1005 N. J. Ave., City.

124.6

En

5 December 1946

Dear Sir:

At 4:30 o'clock Tuesday afternoon, December 10, UNRRA Director General, F. LaGuardia, will make his last report to the international council of UNRRA.

He will make his report in the main ballroom of the Shoreham Hotel, Washington, D. C., where plenary sessions of the 6th UNRRA Council will be held.

The opening session will begin at 9:30 o'clock Tuesday morning.

The ballroom will be vacant from 1:30 P. M. until 4:15 P. M. to enable newsreels to set up cameras and lights to cover LaGuardia's speech. Newsreel companies will be expected to provide their own lighting. Hotel electricians will be on hand to help with cable outlets.

Mr. LaGuardia will not make any retakes after the regular session.

Every effort will be made to provide newsreels in advance with an outline of the Director General's remarks. It is not possible to provide a verbatim script in advance since he will speak extemporaneously.

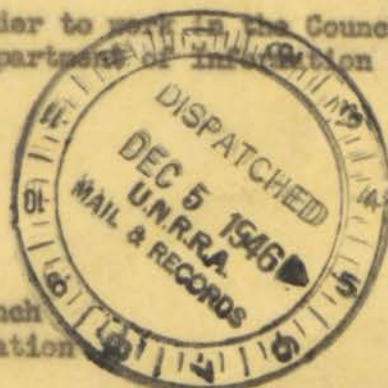
Official representatives of UNRRA's 48 member nations will be present to hear Mr. LaGuardia's report. He is expected to cover not only the present status of UNRRA but the relief problems which will continue to exist when UNRRA ends and his proposals for meeting them.

I will be on hand at the Shoreham beginning at 8:30 A. M. on Tuesday, to give assistance to newsreel and press photographers. Before that I may be reached at the UNRRA office, telephone DEcatur 7300, Extension 107.

All newsreel men must have special press cards in order to work in the Council chamber. These cards will be issued by the UNRRA Department of Information at its office outside of the main ballroom.

Sincerely,

William H. Wells
Chief, Visual Media Branch
Office of Public Information



WHWells:md

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

GENERAL ANNOUNCEMENT NO. 177

4 December 1946
124.6

SUBJECT: STAFF ATTENDANCE AT THE SIXTH COUNCIL SESSION

1. UNRRA staff members whose services are required at the Sixth Council Session will be authorized to attend by their division chiefs. Miss Amy Holland, Credentials Officer, shall issue identification cards only to employees officially accredited.
2. Staff members wishing to attend meetings of the Council when off duty shall be considered part of the general public, and shall secure visitors' cards at the Shoreham.

Lowell W. Rooks
Chief Executive Officer

1-7965-46

A. The Bureau of Areas will obtain the approval of the functional division or bureau concerned and through the Field Services Section will obtain a report from the Director of the Center before alerting any trainee for overseas service. But no person upon whom the Director makes an unfavorable report will be alerted, pending review of the case and report upon it by the Review Committee which is being established and on which the bureau or division concerned will be represented.

B. Trainees who have been alerted will remain at the Center until their departure for overseas or until completion of the period of training for which they have been assigned, subject to their being granted leave by the Director of the Center.

8. The Division of Personnel will notify UNRRA employees, before they report for duty, regarding the provisions of Administrative Order No. 14 and of this memorandum which will affect their personal plans; and the Welfare Division will do the same for the employees of voluntary societies.

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

3 December 1946

CROSS INDEX

124.6

TO

Orr Limousine Service
1215 20th St., N. W.
Washington, D. C.

FROM

H. A. Blundin
Travel

SUMMARY

Re: Sixth Council Session of UNRRA

RECORD FILED

050 - Orr Limousine Service

TYPIST

kw

DATE

11 November 1946

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

December 1946

CROSS INDEX

124.6 - (Res on policy)

TO

FROM

SUMMARY

Resolution on policy sixth session of the Council

RECORD FILED

123 - (Policy)

TYPIST

kw

DATE

26 December 1946

UNRRA

124.6 (observers.)
INCOMING CABLEGRAM

| | |
|-----------|--|
| NUMBER: | Unnumbered |
| FROM: | London (Signed Aicard Secretary General ECO) |
| DATED: | 25/11/46 |
| RECEIVED: | 25/11/46 - 11:06 a.m. |

Your cable Mis 85

Regret not possible to send observer UNRRA Council commencing 10 December; meantime, all necessary liaison being maintained with UNRRA Regional Office London.

STANDARD DISTRIBUTION

*SC

ed:gt 251109
tp:mk 251130
64c

C
O
P
Y

UNRRA

INCOMING CABLEGRAM

432

NUMBER: Unnumbered
FROM: London (Signed Aicard Secretary General ECO)
DATED: 25/11/46
RECEIVED: 25/11/46 - 11:06 a.m.

Your cable M1s 85

Regret not possible to send observer UNRRA Council commencing 10 December; meantime, all necessary liaison being maintained with UNRRA Regional Office London.

STANDARD DISTRIBUTION
*SC

NOV 25 1946

UNRRA

ed:gt 251109
tp:mk 251130
64c

ACTION COPY

INFORMATION COPIES IN PROCESS OF DISTRIBUTION

NOTICE: THIS COPY CHARGED TO RECIPIENT WHO SHOULD TAKE ACTION IMMEDIATELY AND RETURN THIS COPY, TOGETHER WITH THE REPLY, TO THE CABLE SECTION. IF NO ACTION REQUIRED INDICATE ☐ NO ACTION; WITH _____ INITIALS (OF RECIPIENT), AND RETURN TO CABLE SECTION. IF THIS ACTION COPY IS MISDIRECTED NOTIFY CABLE SECTION IMMEDIATELY, EXTENSION 144.

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

25 November 1946

CROSS INDEX

124.6

TO

LaGuardia

FROM

E.R. Hondelink

SUMMARY

ECITO Council Meetin g

RECORD FILED

040 - ECITO

TYPIST

kw

DATE

18 December 1946

UNRRA

124.6 (observers)
B.
OUTGOING CABLEGRAM

NUMBER:

Misc. 98

TO:

Tirane (His Excellency Colonel
General Enver Hoxha Presi-
dent of Council of Ministers
of Albania)

RECEIVED CABLE SECTION:

25/11/46 - 12:14 p.m.

DISPATCHED:

25/11/46 - 12:42 p.m.

Wish to ascertain from your Excellency whether your Government would accept invitation to send observer to Sixth Session UNRRA Council to be held in Washington commencing 10 December if approved by Council soon after it convenes. If you intend accept invitation, would appreciate your notifying me name of representative. Letter follows with further information and provisional agenda.

Drafted by:
PWKuc (Secretarist)
21 November 1946

Cleared by:
LWRooks

STANDARD DISTRIBUTION

ed:mmr 251236
tp:ash 251342
60c

Central
Reg

124.6

877

25 November 1946

MEMORANDUM

TO: P. W. Kuo
D.D.G., Secretariat

FROM: M. A. Burinski
D.D.G., Bureau of Services

SUBJECT: Attendance at Sixth Council Session

In response to your memorandum of 21 November 1946, I would like to have the following members of the staff of the Bureau of Services designated as official representatives, and the list will be:

M. A. Burinski, D.D.G.
Miss Molly Flynn, Special Assistant to the D.D.G.
R. J. Youdin, Special Assistant to the D.D.G.
Miss Florence Black, Chief, Voluntary Agency Liaison
Dr. W. A. Sawyer, Director of Health

RJY/eg

124.6
Xm

22 November 1946

TO: Dr. P. W. Kuo
Deputy Director General, Secretariat

FROM: Francis B. Sayre
Diplomatic Adviser

SUBJECT: Attendance at Sixth Council Session

In response to your memorandum of yesterday I desire to designate Mr. Cornelius Van H. Engert, Assistant Diplomatic Adviser, to attend the Sixth Council Session in Washington in December, as I shall probably be on a mission to Mexico at that time.

Mr. Engert will represent this office in the capacity of Acting Diplomatic Adviser.

If I should be in Washington on 10 December I shall attend the Session myself. In that case I shall let you know before 3 December 1946.

~~432~~
Central
Reg
22 November 1946
124.6
km

To: P. W. Kuo

From: Phil H. Stitt

The following persons will attend the Sixth Council Session
as representatives of the Office of Public Information:

| | |
|------------------|-------------------------------------|
| Joseph Lilly | Director of Information |
| Phil H. Stitt | Assistant Director of Information |
| Leo J. Margolin | Press Officer |
| William H. Wells | Press Officer |
| Mary Mack | Press Officer |
| Alice Hyde | Administrative Officer |
| Sylvia Singerman | Accreditation and Documents Officer |
| Dorothy E. Koth | Secretary |
| Elizabeth Harton | Secretary |
| Maecella Olson | Secretary |
| Clarence Boatman | Messenger |

In addition, there is to be a stenographer supplied by the
Stenographic Pool.

PI/Hyde
22 nov 46

C.R.

21 November 1946

124.6 -
Am

MEMORANDUM

To: Dr. P. W. Kuo
From: J. J. Polak JH
Subject: Attendance of UNRRA Staff at the Sixth Council Session

Out of the Office of the Economic Adviser, I would suggest that I personally attend the Sixth Council Session.

Mrs. Ryshpan has been asked by the editor of the Journal to be attached to his staff, and I concur in her serving in this capacity.

JJPolak:amc

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

Outgoing

DATE

20 November 1946

CROSS INDEX

124.6 (Observer)

TO

Paris (E.R. Hondelink Director General European Central Inland Transport
Organization 79 Rue Champs Elysees) Misc. 88

FROM

PWKuo (Secretariat)

SUMMARY

Invitation to send observer to sixth Session of UNRRA Council

RECORD FILED

040 - European Central Inland Transport Organ.

TYPIST

DATE

kw 3 January 1947

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

Outgoing

DATE

20 November 1946

CROSS INDEX

124.6 (Observer)

TO

Paris (Louis Saillant Secretary General World Federation of Trade Unions 1
Rue Vernet) Misc. 86

FROM

PWKuo (Secretariat)

SUMMARY

Invitation to send observer to Sixth Council Session of UNRRA.

RECORD FILED

040 - World Federation of Trade Union

TYPIST

kw

DATE

3 January 1947

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

19 November 1946

CROSS INDEX

124.6

TO

Mr. Eugene C. Canade, UNRRA
New York Office - 111 Broadway, NYC

FROM

H. A. Blundin
Chief, Travel Branch
Administrative Services

SUMMARY

Regarding representatives for the Sixth Council Session...etc.

RECORD FILED

New York Office - 435

TYPIST

kw

DATE

22 November 1946

124.6 —

19 November 1946

To: Dr. P. W. Kuo
From: Alastair Taylor
Subject: Preparation of the Sixth Council Journal

With reference to my memorandum to you of 8 November 1946, in which I made recommendations for the Journal staff for the Sixth Council session, I would like to change some of the position titles to those which I believe would more appropriately describe the work to be done by the individuals. The list, with my suggested revisions, follows:

| | |
|----------------------|-----------------------------------|
| Alastair M. Taylor | Editor |
| Cicely A. Ryshpan | Associate Editor |
| Sylvia L. Singerman | Editorial Assistant and Secretary |
| Ruth Rifkin | Editorial Assistant and Liaison |
| Mary Fetherstonhaugh | Editorial Assistant and Liaison |
| | Typist |

UNRRA

124.6
OUTGOING CABLEGRAM

NUMBER: Misc 76
TO: London, Incomref (Herbert Emerson)
RECEIVED CABLE SECTION: 18/11/46 - 10:05 a.m.
DISPATCHED: 18/11/46 - 10:50 a.m.

Replying kind invitation contained in your cable and letter dated 6 November I have asked Sir Humphrey Gale my personal representative in Europe to appoint one of his staff to attend sessions of your plenary committee as UNRRA observer. Regret that owing to commencement Sixth UNRRA Council session on 10 December neither Sir Humphrey nor I will be able to attend personally.

Drafted by:
RJYoudin (Repat. Div.)
14 November 1946

Cleared by:
CHAlspach
Burinski
Chait
Kuo

STANDARD DISTRIBUTION

ed:mno 181030
tp:sah 181132
60c

Central Files

12416

RM

18 November 1946

TO: Dr. Kuo
FROM: Frances Randolph
SUBJECT: Space for Sixth Council Session

In addition to the office and working space requested for the Sixth Session, I would like to have a room assigned to me in the hotel so that I can keep in close touch with the work of the office at all times.

The Documents Office operates on a 24-hour schedule, and must necessarily be staffed almost entirely by people who have little or no experience in documentation. While they have complete written instructions on registration, numbering, etc., questions do come up constantly which they are unable to make decisions on.

I found in Atlantic City that I was on duty more or less constantly from nine in the morning to sometimes one or two o'clock at night. During quiet times I could go to my room for a couple of hours' sleep but I was on call always in case of emergency. I never at any time left the hotel for a full night's sleep. Considering the inexperience of the people handling documentation, I do not think the operation can be satisfactory unless some arrangement is made so that I will not be too far removed from the office to be consulted when questions come up.

Miss Hall will be the only other person thoroughly familiar with documentation of a session, and it will be necessary for her to be on duty during the day, since that is the busiest time. I will also be on duty all day, and I cannot expect her to take the responsibility of the night shifts in addition. However, she will no doubt work quite late at times and will use the room also.

A-261 (Sixth Council Session)

124.6 —

77

15 November 1946

TO: Col. Palmer

FROM: P.W. Kuo

At a recent conference held in General Rooks' office with regard to the preparatory work for the Sixth Council Session, you kindly agreed to make available two additional typists required by the Secretariat. Meanwhile we have borrowed two girls from the Typing Pool to meet the emergency. I hope you will find it convenient to attend to this matter soon, as I understand we cannot retain the girls from the Pool indefinitely.

X. 440 (Staffing Authorization)

CR
605

124.6

8m

8 November 1946

To: Dr. P. W. Kuo
From: Alastair M. Taylor
Subject: Preparation of the Sixth Council Journal

1. Personnel

The following staff is recommended:

Alastair M. Taylor
Cicely A. Ryshpan
Sylvia Singerman
Ruth Rifkin
Mary Fetherstonhaugh

Editor
Associate Editor
Secretary to the editors
Secretary and Liaison
Secretary and Liaison
Typist

A minimum of six will be required (the same number that performed the job at Atlantic City in March, 1946). I have suggested the above names, as all (with the exception of my secretary, Miss Singerman) were associated with me at the Fourth Council Session, and all did splendid work under trying conditions.

All of the above have been contacted, and all would be very willing, if asked by the Secretariat, to assist in the preparation of the Journal. I also understand that all of the above would be available, with the exception of Miss Rifkin, whose job becomes redundant on 15 November. However, Miss Rifkin expressed her strong desire to cooperate on the Journal, and wondered whether, upon the termination of her present position, it would be possible for her to assist the Secretariat in its preparations for the forthcoming Session and then work on the Journal.

2. Printing Facilities

I have discussed this matter at length with Mr. Gattenplan and Mr. Parkman of the Reproduction and Distribution Branch. Mr. Gattenplan assured me that we should have no difficulties in obtaining adequate printing facilities in New York City, but would like to finalize the necessary arrangements as soon as possible. Some of the conclusions arrived at in our discussions were:

✓ - 400 (Journal Staff)

- a. Printing facilities should be close to the Pennsylvania Station to expedite liaison between Lake Success and New York City (Guttenplan assures me he can obtain such facilities.)
- b. A car and courier should be available for both delivering copy in the evening and picking up the printed Journals in the morning, and ensuring access on the part of the Journal and Reproduction staff to Lake Success or the printers whenever required. (This system was in operation at Atlantic City, operated without any mishap, and ensured prompt delivery of copy every morning.)
- c. The facilities for printing are excellent in New York City. Therefore, it will not be necessary, as in the case of the Journal at Atlantic City, to limit each issue to 8 pages, nor will it be necessary to have to digest speeches of plenary meetings and meetings of the various committees. The Journal can carry verbatim accounts of the proceedings.
- d. Mr. Guttenplan would like to know whether the Secretariat desires to have a printed directory, or any other printed documents, so that he can make appropriate arrangements as soon as possible.
- e. The suggestion was made that it would be a wise precaution to have either Mr. Guttenplan or Mr. Parkman, or both, on the scene at Lake Success a day or two in advance to make sure that all facilities were in operating order.
- f. In keeping with the above suggestion, I would like to have one of my staff on the scene a day or two in advance of the opening of the Session in order to make sure that the Journal's offices are properly equipped, the first issue of the Journal is ready for immediate distribution, etc. This procedure was followed for the Fourth Session, and proved of great value.
- g. I understand that Mr. Guttenplan is going up to New York next Monday. He could easily make arrangements regarding printing and mimeographing facilities, etc. in New York and Lake Success if you so desired. Perhaps you might like to give him your suggestions before his departure.

3. Living Accommodations

I do not know what plans for living accommodations are underway, but I would suppose that they will have to be found in New York City. Our work on the Journal would be facilitated if the Journal staff could be housed in the same hotel with the Reproduction and Distribution Branch officials, and, if at all possible, if this hotel were situated not far from the Pennsylvania Station area.

X reference

124.6 —

7 November 1946

To: General Lovell Rooks

From: P.V. Kuo

Subject: Meeting to discuss the provisional agenda and the organization for the Sixth Session of the Council

In connection with the preparations for the Sixth Session of the Council, as outlined in my memorandum of 7 November, it is necessary for immediate action to be taken on the following points:

1. A draft provisional agenda must be drawn up by the top staff and put in final form not later than 15 November, in order that it may be communicated to the member governments not later than 19 November, which is three weeks before the tentative date of the session. It may also be desirable to submit a draft to the Central Committee at its meeting on 13 November for its information or to secure any additional items which the Central Committee may wish to propose.
2. Tentative approval must be given to the proposed organization of the Session in order that the Secretariat may have a clear idea of the probable staff requirements and may negotiate with UN concerning the loan of its personnel and facilities.

In order that these matters may be discussed without delay, I suggest that you call a meeting for Tuesday, 12 November, at whatever time and place that is convenient for you, and that the following persons be invited to attend, in addition to yourself and myself:

Commander Jackson
Mr. Davidson or Mr. Chait
Mr. Palmer
Mr. Austin
Mr. Borders

290 —

UNRRA

124.6 (Rep.)
INCOMING CABLEGRAM

NUMBER: 12818
FROM: London
DATED: 6/11/46
RECEIVED: 6/11/46 - 12:10 p.m.

Davidson from Ward.

Your 16514. Aickin will attend Session.

STANDARD DISTRIBUTION
*GC

ed:gt 061220
tp:ah 061312
67c

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

1 November 1946

CROSS INDEX

124.4

TO

Manhattan Printing Co.,
54-56 Bleecker St.,
N. Y.

FROM

Milton Guttenplan
Publication Branch

SUMMARY

Enclosed index for Journal of the Fourth Session of the UNRRA
Council

RECORD FILED

050 - Manhattan Printing Co.

TYPIST

kw

DATE

11 November 1946

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

30 September 1946

CROSS INDEX

124.6 - (DG - Report)

TO

FROM

SUMMARY

Report of the Director General to the Council

RECORD FILED

272

TYPIST

kw

DATE

19 December 1946

UNRRA

OUTGOING CABLEGRAM

124.6 (staff)
K

NUMBER: 14328
TO: London
RECEIVED CABLE SECTION: 19/9/46 - 12:27 p.m.
DISPATCHED: 19/9/46 - 1:17 p.m.

Kuo to Marsh

Reur 11104

Regret due to postponement General Assembly Meeting and consequent uncertainty date Sixth Council Session, unable make commitments concerning session Staff.

Drafted by:
PWKuo(DDG-Sc)
18 September 1946

STANDARD DISTRIBUTION

ed: db 191257
tp: tw 191422
52c

UNRRA

INCOMING CABLEGRAM

124.6 (staff)

K

NUMBER: 11104
FROM: London
DATED: 18/9/46
RECEIVED: 18/9/46 - 7:47 a.m.

For Dr Kuo from Marsh.

Can you advise me if required for journal 6th Session. Necessary to know earliest as affects personnel processing also travel priority. Redundant ERO September 13. Returning Washington any case but present travel congestion promises great delay.

STANDARD DISTRIBUTION
*DDG - Secretariat

ed:ovg 180749
tp:pb 180820
67c