

REFERENCE: 24.01/Gangotri(I)
(CD/197)

21 October 1964

To: Mr. John H. Saunders, Deputy Resident Representative
(Administration)From: A. Vaidyanathan, Associate-Director
Joint Administration DivisionSubject: Revised Manning Table - Office of the Resident Representative

1. Further to my letter of 18 October 1964 I wish to refer to your memorandum L-500 addressed to Mr. Stedman requesting approval of certain proposed changes in the 1 July 1964 Manning Table.

2. The Manning Table as of 1 October 1964 which, I understand, is now being prepared by your office will be reviewed in JAD and the Office of the Controller after which the authorized Manning Table for 1964 will be issued.

3. It is our view that the proposed changes in the office of the Resident Representative should be reviewed in the light of your global submission. It may be useful however that the following points be taken into consideration in the preparation of your Manning Table as of 1 October 1964:

a) The title of "Executive Officer" has acquired a certain connotation in U.N. Administration and this connotation does not seem to fit in with the functions you have in mind. Perhaps "Programme Officer" might be more appropriate. I would appreciate your comments on this point, together with a statement of the duties attached to this post.

b) Post L-9, of the old Manning Table is shown as having been cancelled, the incumbent being transferred to the counterpart secretariat. Do we understand that the Trieste Committee has agreed to the appointment of Mr. Stathis? How then would the duties of the post of Research Assistant and Statistician be carried out? Is Mr. Pennachio expected to carry out some of the duties previously assigned to Mr. Stathis? I would appreciate receiving some clarification in this matter.



4. You will understand our concern in trying to follow the established TAB policies and practices in the TAB office in the Congo. As you already know, the TAB/SF Appointment and Promotion Board is now in control of the professional category of personnel working in the Congo and therefore, no commitments should be made locally to the incumbents regarding possibilities of promotion, especially where such action would leave the posts involved upgraded for the future.

5. All these questions will be solved, I hope, once the Authorized Manning Table for 1964 is finally issued and in this respect I would welcome receiving your revised proposals in terms of staff establishment as of 1 October 1964 as soon as possible.

J. Vaidya-Bhatnagar

DRG. 110

TECHNICAL ASSISTANCE BOARD



BUREAU DE L'ASSISTANCE TECHNIQUE

UNITED NATIONS
NEW YORK

TELEPHONE: PLAZA 4-1224

OCT 29 1964

CABLE ADDRESS: TECASSIST - NEW YORK

REFERENCE: 2.A.01/Conf(L)
(CD/198)

ACTION

Re: Field Offices

Dear Mr. Saunders:

TO:	26 October 1964
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<input type="checkbox"/> - No Action Required	
INITIALS	

Please refer to Mr. Gilpin's letter of 9 October 1964. The question of assigning more senior staff to the TAB Field Offices in the Congo has been for some time a matter of concern here at Headquarters. In principle, we would have no objections to the various appointments proposed by Mr. Gilpin. In our view however, these changes may warrant a few comments.

I would appreciate knowing to what extent the appointments in question may reflect on your overall requirements in terms of staff establishment as provided for in the Administrative Budget. I understand that the salaries of Messrs. Wildman and Wood may represent a net increase of the estimated total salary expenditures. Inasmuch as Messrs. Rishi and Scheiler transfers may result in the appointment of substitutes, then new assignments may also result in an increase of costs chargeable to our 22700-010 account.

It would, therefore, be easier for us to appreciate and confirm your proposals after we have the opportunity of reviewing the budget estimates for 1965. In this connexion, we would find it useful to have brief job descriptions covering Professional staff positions.

Best regards,

Yours sincerely

A. Vaidyanathan

A. Vaidyanathan
Associate-Director, Joint
Administration Division

Mr. John M. Saunders, Deputy
Resident Representative (Administration)
UNOC - R.F. 7218
Leopoldville
Democratic Rep. of the Congo

OR 110

JMS/hy

L-723/64

23 October 1964

URGENT

Dear Mr. Vaidyanathan,

Field Offices

Our letter of 9 October referring to field offices outlined a plan for changes in the staff of the field offices in the Congo. I should be grateful if you could give me by return cable indication as to whether the arrangements are generally acceptable.

I am sorry to press you for so quick a response but a great many changes are involved and if I know that you have no major amendments to suggest, I would like to begin to take the necessary steps toward the execution of the plan.

Yours sincerely,

John M. Saunders
Deputy Resident Representative
(Administration)

Mr. A. Vaidyanathan
Associate Director
JAD/TAB
New York

c.c. Mr Gauvreau

L-722/64

23 October 1964

Dear Vaid,

1964 Administrative Budget

I was interested to note that your letter of 16 October regarding the 1965 Administrative Budget made no reference to the revision of the 1964 budget (LEO/ADMIN/GEN 2. Rev. 1 of 1 July 1964). You asked for an explanation and justification in the manner of the TAB Headquarters budget but this is in fact what I did in revising the 1964 budget. The guidance would be clearer, if your letter had commented whether the material in the 1964 revision was the kind you needed or whether amendments were desirable.

You will be able to notice other illustrations of the need for continuity between this year's and next. The mystery to me, however, is that there has never been any comment or question whatever from TAB Headquarters on the revised 1964 budget, and I am naturally more than a little puzzled at this point when setting out to prepare a new budget.

The first attempt at revision of the 1964 budget resulted in the production of detailed statements dated 14 May, copies of which were taken to New York by John McDiarmid, following discussions with him here on the main problems raised by the exercise of revision.

Subsequently, Helen Seymour and Peter Kien came here to discuss, among other things, certain aspects of the 1964 Administrative Budget but apparently neither had seen the first draft documents mentioned above. Subsequently, the firm revision was completed and embodied in the duplicated document of 1 July mentioned above. The firm revision contains a considerable amount of information, and throughout the work of revision, I kept firmly in mind the dittoed memorandum of 11 Dec 63 to Messrs. Owen, Hoffman and Vaughan from Bruce Stedman regarding the 1964 budget estimates for our office.

Mr. A. Vaidyanathan
Associate Director
JAD/TAB
New York, New York

In the last few days, Mr. Lawson has arrived from the Controller's Office. He had a number of questions and comments on the 1964 budget but he did not seem to have seen the revision of 1 July 1964.

The letter of 29 July to John McDiarmid from Mr. Osorio-Tafall, to which six copies of the revised budget were attached, invited comments and asked for replies on one or two points, e.g. whether we could go ahead to show the document to US AID here. There was no reply to this letter.

I am sure you will agree that this is perhaps not the most satisfactory situation, and while I do not want to trouble you to go into reasons why things did not happen in the past, I should be grateful for some further comment on the 1965 budget which is related to the revised 1964 budget document which you have. Understandably enough, I should normally prepare the 1965 document along the same lines as the 1964 one with, of course, the changes requested in your letter of 16 October. I hope that such a layout is what is needed.

Yours sincerely,

John M. Saunders
Dep. Res. Rep. (Admin)

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III - FINANCE (cont'd)

25.

Your Status of Obligations for Civilian Operations
Administrative Budget

As a result of a recent examination of the statement prepared by your office for the month of August 1964 the following queries/observations are made:

a) a/c 22700-010 "Salaries & Wages -- International staff(net)"

- i) The total obligations for this item of expenditures exclusively recorded in hard currency, amount to \$449,329.35 as of 31 August 1964;
- ii) Please advise if future monthly statements will include local currency expenditures/obligations comparable to figures for which allotment 64135 made provision i.e. \$479,000.-

b) a/c 22700-015 "Salaries & Wages -- Non-Congolese local staff"

- i) Position of total recorded obligations as per your statement of August 1964 is the following:

	<u>Local currency</u>	<u>Hard currency</u>
31 August 1964	\$272,036.39	\$154,542.99

- ii) Allotment 64135 showing figures of \$125,000 in hard currency and \$272,000 in local currency under a/c 015, a justification of increase of expenditures/obligations over funds allotted in hard currency is required.

c) a/c 22700-020 "Common Staff Costs"

No observations.

d) a/c 22700-114 "Home Leave Travel"

Not shown on your statements for July and August 1964. Explanation is needed.

e) a/c 22700-065 "Conversion facilities and other charges"

Not shown on your statement for July and August 1964. Explanation is needed.

f) a/c 22700-112 "Official Travel"

- i) Total obligations recorded against this account amount to:

	<u>Local currency</u>	<u>Hard currency</u>
31 August 1964	\$472,646.47	\$86,883.02
Allotment 64135	5,000.00	5,000.00

- ii) Justification of excessive increase in expenditures/obligations is required. Advice as to whether part of recorded charges should be transferred to projects would be appreciated.

g) a/c 22700-200 "Rental & Maintenance of Premises"

- i) Position shown in your statement is as follows:

	<u>Local currency</u>	<u>Hard currency</u>
31 August 1964	\$77,976.63	\$650.00

/...

III - FINANCE (cont'd)

25. Your Status of Obligations for Civilian Operations
Administrative Budget (cont'd)

g) a/c 22700-200 "Rental & Maintenance of Premises" (cont'd)

- ii) Inasmuch as Allotment 64135 provides for \$363,000 in local currency and for \$12,000.00 in hard currency for "Rental & Maintenance of Premises", it is assumed that the 31 August recording does not reflect total requirements for the year 1964, with regard to the hard currency component.

The amount allotted in local currency totalling \$363,000 being offset by Revenues from Rentals and work orders estimated at \$233,000 show a balance of \$130,000 to which the figure of \$77,976.63 on your August 1964 statement is comparable.

An explanation of the substantial reduction in estimated obligations for the year 1964 would be appreciated.

h) a/c 22700-270 "Maintenance and Operations of Vehicles"

- i) Position as provided for under Allotment 64135 is as follows:

<u>Local currency</u>	<u>Foreign currency</u>
\$445,000.00	\$72,000.00

- ii) Against above figures, expenditures/obligations reported in your statement are as follows:

	<u>Local currency</u>	<u>Foreign currency</u>
August 1964	\$181,623.02	22,159.57

- iii) Kindly confirm that the amount of \$22,159.57 in foreign currency is entirely recoverable. A/C 22700-270 in hard currency should be offset by recoveries to be made from project budgets and UNICEF contribution on spare parts and should show a NIL balance.

Please advise of the reason why obligations in local currency for the year 1964 have been so substantially reduced.

i) a/c 22700-275 "Maintenance and Operation of Aircraft"

No provision is made in allotment 64135 to cover expenditures incurred for maintenance and operation of aircraft. Such expenditures will be recorded against a supplementary allotment to be issued by the Office of the Controller for the year 1964 (para 4 of allotment 64135 refers). Kindly confirm that the amount of \$33.33 was erroneously recorded in the statement of August 1964 as expenditures incurred in local currency pertaining to a/c 22700-275.

j) a/c 22700-300 "Communications"

It is presumed that position as shown in your statement for August 1964 does not include obligation covering the Press Wireless contract. Kindly confirm and advise of the correct status of account.

III - FINANCE (cont'd)

25. Your Status of Obligations for Civilian Operations
Administrative Budget (cont'd)

k) a/c 22700-322 "Freight"

Kindly confirm that obligations recorded under this account totalling \$4,595.47 are covered by provisions made in allotment 64135 under a/c 22700-300.

l) a/c 22700-400 "Miscellaneous Supplies and Services"

Position as shown on your statement totalling \$10,689.92 does not seem to include all obligations raised as of 31 August 1964 and estimated obligations for the last four months of the year.

Please advise and confirm that expenditures will be kept in the limits of amounts allotted under a/c 22700-400.

m) a/c 22700-410 (your statement as of 31 August 1964)

This account does not appear in allotment No. 64135. Description and explanation is needed as balance of recorded total obligations in local currency amounts to the equivalent of \$44,934.38.-

n) a/c 22700-550

Not included in allotment 64135. Kindly explain nature of expenditure recorded in local currency amounting to the equivalent of \$22.00.-

o) a/c 22700-670 "Purchase of Vehicles" - No observations.

p) a/c 22700-680 "Purchase of Miscellaneous Equipment"

The balance shown as actual expenditures in the hard currency column of your statement as of 31 August 1964 amounts to \$219.56. No provision is made in same statement for unliquidated expenditures for the year 1964. It is assumed that your statement for the month of September 1964 will show correct balance. Please confirm.

IV - PURCHASES, SUPPLIES & SERVICES

26. Purchase Orders

... Enclosed herewith are two copies of Purchase Order's amendment No. 4-5 dated 16 October 1964 and related to the Press Wireless contract.

27. Shipping Authorizations

... The following S/As are forwarded herewith for certification, necessary copies to be returned: P/502 - C/86 - P/508

28. Insurance coverage of shipments of unaccompanied personal effects
(your A/R 9/23)

Preliminary arrangements will be made to arrange marine insurance coverage on receipt of the S/As. However, to complete the coverage, a non-negotiable copy of the bill of lading is required. This document is not needed prior to departure of the goods from Matadi, but must be received by us before the goods reach the port of destination or a trans-shipment port, if applicable.

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UNITED NATIONS  NATIONS UNIES

INTEROFFICE MEMORANDUM

TO: Mr. J. M. Saunders, Deputy Resident Representative of the United Nations Technical Assistance Board, Leopoldville, Republic of the Congo

FROM: F.O.J. Kien, Chief, Accounts Division, Office of the Controller, N.Y.

SUBJECT: 1964 Administrative Budget

Date: 16 October 1964
OCT 20 1964
FILE NO.: ACTION

M. Saunders

Pickler

1. Mr. J. M. Saunders

1. Mr. J. M. Saunders

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1. Mr. J. M. Saunders

Further to my memorandum dated 5 October 1964, in reply to yours of 3 September 1964 on the above subject, I enclose herewith copies of the obligation documents with balances outstanding at 30 September 1964.

With regard to the two "disputed expenditures" which you indicate should be charged to UNICEF, I have been given the following information. Mr. Iheriason was hired here in New York in August 1964 by UNICEF, therefore his per diem and Paris Airport tax reimbursement for his return travel from Leopoldville in May 1964 are proper charges to the administrative support budget. No definitive information has yet been received with regard to Mrs. D. Vlahos; I shall write you again as soon as it is available.

Mr. Kandy has also asked me to provide you with the following information with regard to Paragraph 6 of your 3 September 1964 memorandum:

50% of charges from Press Wireless Inc.-Radio Link NY/Leopoldville

IOV UNPC 64-141	Transmission and reception services, July 1964	\$ 1,471.50
	Rental of lines & equipment, July 1964	107.87
	" " " August 1964	107.87
IOV UNPC 64-159	" " " September 1964	107.87
Total charges to date		<u>\$ 1,795.11</u>

TECHNICAL ASSISTANCE BOARD



BUREAU DE L'ASSISTANCE TECHNIQUE

UNITED NATIONS

NEW YORK

TELEPHONE: PLAZA 4-1234

OCT 13 1964

CABLE ADDRESS: TEPAARDH - NEW YORK

ACTION

11 October 1964

REFERENCE

Mr. Saunders
" Pickler #1

Dear John,

Many thanks for your cable and letter of 5 October on the possibility of charging the Congo Desk costs (\$22,000) to the 22700 Account.

We much appreciate your readiness to take this charge to the extent possible in your 1964 account and we can well understand your reservation concerning your ability to absorb the entire amount. We will try to find other ways to cover any part of this charge which cannot be taken on the 22700 Account in 1964. I am afraid that under our financial regulations none of this could be charged to 1965 since the related goods and services will have been rendered in 1964.

With kind regards,

Yours sincerely,

A. Vaidyanathan
Associate Director
Joint Administration Division

Mr. John Saunders
Deputy Resident Representative (Admin)
United Nations Technical Assistance Board
and Director of Special Fund Programmes
Boite Postale 7248
Leopoldville, 0800
Democratic Republic of Congo

cc: Mr. Law

UNITED NATIONS
NEW YORK

OCT 13 1964

ACTION

CABLE ADDRESS: TECHBOARD - NEW YORK

TELEPHONE PLAXA 4-1224

REFERENCE:

Mr. Saunders

11 October 1964

Re: Tchiler 541

Dear John,

I have your memorandum of 7 October on the 1965 Administrative Budget.

The position as best I can formulate at this stage is that, as indicated in the Controller's cable to you of 5 October, there would be available an amount of \$500,000 towards the Administrative Budget from 1965 PIRAG funds. I can also say that TAB will again provide \$200,000 for 1965. The extent of the additional scope of your budget will depend upon the hard currency funds that you are able to obtain from the Congo Government. It is our hope, however, that your total 1965 requirements could be kept well within the \$1 million level of 1964.

This is a brief and hasty response to your memorandum and should we have any further comments, I shall be writing to you within the next two or three days.

Kindest regards

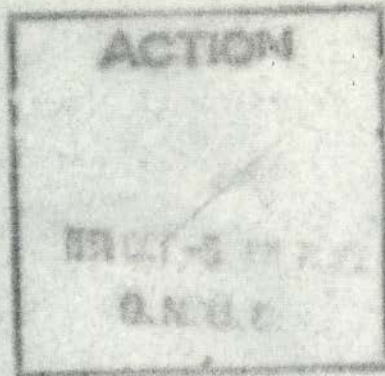
Yours sincerely,

Vaid

A. Vaidyanathan
Associate Director
Joint Administration Division

Mr. John Saunders
Deputy Resident Representative (Admin)
United Nations Operations in the Congo
ONUC - Boite Postale 7248
Leopoldville, Democratic Republic of Congo

cc: Miss Seymour



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YES F NEWYORK 26/25 5 1855Z ;

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ONUC

LEO ;

3288 SAUNDERS FROMPKIEN PLEASE CABLE WHETHER CONGOLESE GOVERNMENT
HAS MADE ANY PAYMENTS TOWARDS ITS ADDITIONAL CONGO FUND PLEDGE
DOLLARS 746,000 ;

TURNER "

COL 3288 746,000 "





UNITED NATIONS

NEW YORK

TELEPHONE: PLAZA 4-1234

CABLE ADDRESS: TECHBOARD - NEW YORK

 REFERENCE: 2.2.4.0/On. 2(1)
(Gy/173)

14 October 1964

OCT 20 1964

ACTION

 To: Mr. John M. Saunders, Deputy Resident Representative
(Administration), TAB, Leopoldville

 From: A. Vaidyanathan, Associate Director,
Joint Administration Division

 Subject: 1965 Budget estimates for the Congo
Field Administrative establishment

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(N/A)	

1. Further to my letter of 11 October 1964 and in the light of several conversations which have taken place between Miss Sepmer and our Congo Desk on the above subject, this is to bring to your attention several matters of format and presentation which would assist JAD as well as the Office of the Controller in the reviewing and approving action.

2. Timing: I trust that you have already begun to write 1965 budget proposals. It would be very much appreciated if the estimates could be available here in the early part of November.

3. Presentation: Review would be facilitated if the budget proposals were preceded by a normal budget estimates summary and justification such as is used for example by the TAB Secretariat in its own administrative budget estimates, for instance in 2/TAC/131 of 25 October 1963.

The summary elements, as described by Miss Sepmer in agreement with this office would be:

a) A composite summary staffing table (page 17 of 2/TAC/131 refers), to show total number of posts by category and post level, with entries to present both the current authorized number of posts - as at 1 October, presently - as well as the number being requested for the next year. The related costs in the summary staffing table should relate to the salary account only. There will need, of course, to be a dollar column and a GF column, since the whole budget is controlled according to the two categories of currency;



b) A recapitulation of amounts proposed - in dollars and Congolese francs - for each separate budget account, as on page 22 of R/TAC/131, showing estimated total 1964 expenses as at year's end as well as total being requested for 1965;

c) Such a recapitulation of estimates by object of expenditure would be grouped according to section headings. It might be possible now without great difficulty to begin to utilize the same section headings as for other TAB field offices. In this connexion see page 23 of R/TAC/131. Section VI (Reassignment Field Personnel) is of course not relevant.

4. Additionally, it would be appreciated if the following points could be taken into account in the submission:

a) The Manning table and costs for the estimated should exclude completely all posts of a project servicing character for which financing is obtained from sources other than the Field Administrative Budget. All these posts should be listed in an information annex accompanying the budget estimates. The list should show number of post by level and source of funds;

b) Concerning "maintenance and operation of aircraft", it now appears to be the case that only the cost of the Transair contract needs to be separately shown in this account, which presumably will be put under the standard section, "contractual and other services". Related supervisory posts are now being financed within the basic "one million dollar" dollar budget and the existence of posts in the budgeted Manning table for this purpose would therefore be described in the narrative description of posts requested under "personal services";

c) In the Audit and Inspection Office, provision should be made for an additional post at P-3/P-4 level, to accommodate the likelihood that a third auditor will be required for all or most of 1965, with effect from 1 January 1965. (Mr. Namy's letter of 24 September 1964, refers).

5. There should be an information annex on anticipated income which will be available as a supplement to the basic resources for the budget. The items to be described are, so far as we know, reimbursement to be received from the Commissary for audit services and reimbursement from agencies for local audit of agency administered Special Fund projects. No entry can be made before the second item at this moment apparently, but we concur with Miss Seymour's opinion that the occasion of Mr. Lawson's visit should be used to forward clarification of anticipated arrangements insofar as possible, hoping that we should get dollars in both cases.

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6. With the incorporation of "maintenance and operation of aircraft" within the standard form of budget, the total budget requested will rise by the value of the Transair contracts. It should be stated in the text relating to this object of expenditure that funds for this purpose would not be transferable to other accounts and that any savings on the account will be refunded for use as U.S. Proag project funds.

7. Herewith enclosed is a copy of E/TAC/131.

H. Vaidyanathan

→ orig. 110

DRAFT JOB DESCRIPTION

Programme Officer (EPTA)

Under the Senior Programme Officer the responsibilities of the Programme Officer for EPTA include :

1. Maintenance of complete and up-to-date records of all UN EPTA, Regular and other Civilian Operations programmes of technical co-operation in the Republic of the Congo as a basis for the implementation, continuing follow-up, and reporting on the various programmes;
2. Assistance in the preparation of the Congo's biennial programme request under EPTA;
3. Drafting job descriptions for experts in UNTA projects, based on request submitted by the Government and in consultation with the principal advisers concerned and Personnel Unit;
4. Maintenance of records and close cognizance of all technical aid programmes operating in the Republic of the Congo, from sources other than the UN, with a view to close co-ordination and avoidance of overlapping and duplication;
5. Preparation of recommendations on the Government's request for contingency allocations and maintenance of the necessary records;
6. Examination of, and preparation of recommendations on, the requests submitted by the Government for changes in the approved programme;
7. Preparation of information papers on the specific projects.

DRAFT JOB DESCRIPTION

Programme Assistant

Under the guidance of the Senior Programme Officer, the Programme Assistant :

1. Will assist in the drafting of the programme request, in checking all figures and supervising its duplication and distribution.
2. When the programme request is approved by TAB, TAC, and the UN General Assembly, the Programme Assistant will take care of the duplication and distribution of the approved programme.
3. Will replace the Programme Officer in case of absence due to illness or leave, at the request of the Deputy Resident Representative.

DRAFT JOB DESCRIPTION

Training and fellowships Officer

The training and fellowships Officer is responsible to the Deputy Resident Representative and to the Senior Programme Officer :

1. For all matters relating to overseas and internal fellowships granted under EPTA, Regular Programmes and other parts of the Civilian Operations programme.
2. Maintains necessary liaison with agency mission chiefs, principal advisers, Bureau of Economic Co-ordination, Ministry of Foreign Affairs, and embassies.
3. Interviews holders of overseas fellowships, before and after their training. Maintains up-to-date records of their subsequent employment.
4. Maintains statistical records of (a) overseas fellowships (b) training within the Congo, provided under EPTA, Regular Programmes, Special Fund projects, and other parts of the Civilian Operations programme.
5. Co-operates with the analysis and evaluation officer in a continuing evaluation of such overseas fellowships and training within the Congo.
6. Collects information and maintains records of overseas fellowships and training within the Congo provided under bilateral and other programmes of technical assistance.
7. Follows up, whenever possible, the activities of the fellows who have returned to the Congo in order to ascertain how they are applying the experience gained.

DRAFT JOB DESCRIPTION

Analysis of Projects and Evaluation Officer

The Analysis and Evaluation Officer, under the guidance of the Resident Representative, in consultation with agency mission chiefs, principal advisers, programme officers, and the fellowships and training officer, as appropriate :

1. Maintains the necessary records and compiles and assembles data on individual projects.
2. Assists in the appraisal of individual projects and in the periodic evaluation of the various programmes.
3. Reviews periodic reports of principal advisers and, as appropriate, prepares comments thereon for transmission with the reports to UNTA.
4. Prepares studies based on the current methods of evaluating technical assistance.
5. Is charged with promoting the follow-up of the recommendations contained in the expert reports.
6. Prepares materials for the appraisal of the economic and social problems of the country, with indications of trends, as well as the country's efforts towards improving levels of living.
7. Assembles data for the constant evaluation of the country's development policies and plans and the analysis of the resources, both domestic and foreign, needed.

A voluntary worker is requested for this post.

DRAFT JOB DESCRIPTION

Research and Documentation Officer

The Research and Documentation Officer will assist the Resident Representative, the Deputies Resident Representatives and the Senior Programme Officer in :

1. Maintaining reference files on documents issued by TAB, SP, TAC, ECOSOC, ECA, etc. required to be kept available for quick reference.
2. Dealing with enquiries made by the Resident-Representative or the Deputies relative to provision of information, supply of official documents or other material.
3. Extracting and filing of clippings from newspapers and magazines which are related to UN activities or political, economic and social developments in the Republic of the Congo.
4. Assembling and compiling basic documentation for the preparation of studies or special reports to be issued under the authority of the Resident Representative.
5. Undertaking surveys or research studies on projects as directed by the Resident Representative.

JMS:jmg

cc: Mr. Gauvreau

L 686/64

CONFIDENTIAL

9 October 1964

Dear Mr. Vaidyanathan,

Field Offices

As you know, Mr. Osorio-Tafall discussed with Mr. McDiarmid the question of putting more senior staff in the TAB offices which served the major regions of the Congo. The subject has been mentioned in letters and other communications since then. But until recently, we have not been able to find any effective way of making so substantial a change. Following the almost complete evacuation of experts from the regions and the radical changes which have had to be made generally in our field arrangements throughout the Congo, the opportunity now seems to have been presented for making the changes we have had in mind.

In the original 1964 Administrative Budget, there was provision for a staff member at FS-4 in charge of each field office. The idea was that a senior expert should exercise some kind of oversight of the office and handle any major policy questions, while the FS-4 and other staff members should provide the necessary administrative and financial services. Attempts to give to senior experts the kind of responsibility mentioned were not at all successful and each junior staff member found himself providing services on a scale larger than that of most TAB offices throughout the world. We were saved from disaster only by the loyalty, energy and skill of those junior staff members throughout some very difficult months.

We are now in a position, however, to begin to move P-2 or P-3 staff members to take charge of each of the regional offices, except, of course, for Stanleyville. The timing of the changes and the choice

Mr. A. Vaidyanathan
Associate Director
JAD/TAB
New York

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of exactly which staff members shall go to which office are questions which we shall have to resolve as we go along. The purpose of this letter is to give you a general outline of the proposals and ask for Headquarters' blessing upon them.

It is proposed to send Mr. ^{Glenn} Peter Wildman (New Zealand) P-2, to take charge of the office in Bukavu. Mr. Wildman has indicated his interest in such a posting and, after release by ONUC, can probably be available for this post about the end of this year. Mr. Wildman is well recommended by both ONUC and TAB staff who have worked with him, and has an adequate grasp of French. ^{Vick}

Mr. Blom will be visiting Leopoldville in the next few days but it is already clear that he is very restless where he is and we have the feeling that he will wish to leave the Congo not later than the end of December 1964. The proposal is to replace him with Mr. John Wood (UK) P-3, of whose work Headquarters is aware, following the rescue expedition to Albertville, of which he was in charge. He has been in the Congo since 1 February 1961, mostly in the field with UNESCO, and has good French. We believe that he will be able to do an adequate job in Luluabourg, and he has expressed an interest in doing one of the regional jobs, with the hope of continuing the career with TAB. UNESCO will be willing to release him for this post, and he is going on leave in the middle of this month. The UNESCO Chief of Mission recommends him and believes that he will do a useful job.

Mr. F. Scheller (Switzerland) P-3, has been in the Congo since 17 May 1962 and for the last two months has worked here in charge of our Operations Room. He has good French and English, an excellent knowledge of, and a considerable interest in, the Congo and has also indicated an interest in doing one of the field posts. From our recent first-hand knowledge of him, we feel that he will do a good job.

The original idea was that he should take over the office in Stanleyville but of course we do not know when, if ever, such a move can be made. Mr. Scheller is at present on leave until next month and if the situation in Stanleyville remains uncertain, we may wish to ask him to take over the office in Coquilhatville, at least for the time being. Alternatively, it might be more useful for him to put in order the Bukavu office, where the WHO doctor now in charge feels the pressure of having to run the office and do his own job, and the office in general has actually declined since the departure of Mr. Kunitzberger.

Confidential

If Mr. Scheller takes over Coquilhatville, we may wish to move Mr. Rishi (India) FSL-4, to the small Albertville office where he would be under the supervision of Mr. Bernander. Mr. Rishi is calm and solid and does a useful job, but our feeling is that he would have a better chance to shine in association with so experienced a hand as Mr. Bernander.

We shall leave Mr. Bernander (Sweden) where he is in Elisabethville continuing to do an excellent job.

The result of the changes described would be to put P-2 or P-3 staff members in the offices at Coquilhatville, Bukavu, Elisabethville and Luluabourg, and a Field Service staff member in Albertville. If such a posting were arranged, we should still lack someone for Stanleyville but in the circumstances of Congo, we have learned not to try to make plans in detail for situations like that.

We should welcome a very early response, however brief, if you see no major objection to the plan outlined.

Yours sincerely,

Antony C. Gilpin
Acting Resident Representative and
Director of Special Fund Programmes

P. S. Mr. Wood spent at least a year as an Administrative Officer in Luluabourg, so he is very familiar with the work of a field office.

L 681/64

7 October 1964

Mr. A. Vaidyanathan, Associate Director, JAD/TAB
John M. Saunders, Deputy Resident Representative (Admin)
1965 Administrative Budget

1. Now that we are into the month of October, I am growing a little uneasy at the silence on the subject of the 1965 Administrative Budget. We first asked for advice on what next year would hold for us in the discussions here with Mr. McDiarmid and in the letter to him sending the first revision of the 1964 budget (LEO/ADMIN/GEN.2 Rev. 1 of 1 July 1964). I have repeated the question on occasions since, without response.

2. I appreciate that you are working under difficulties and that it may not yet be possible to say exactly how much money we can expect next year. But I need at least some idea of what you are aiming to achieve. We are very short-handed here so that it takes a considerable time to undertake a major task, such as the preparation of an annual budget. In addition to this, a great many contracts will expire on 31 December 1964. Even in the case of those contracts which run through 31 June 1965, some difficulties are already arising over home leaves where the six-month service rule makes it necessary for the person concerned to be back in the Congo not later than 31 December 1964. I am sure you will well appreciate these and similar problems which are now troubling us.

3. I should welcome, via return pouch, your best indication of what the general outline of the 1965 budget is likely to be.

ORC 110

JMS:jmg

cc: Mr. Pichler

L 675/64

6 October 1964

Dear Bruce,

Administrative Budget

I cabled today in reply to your letter of 18 September regarding the possibility of charging \$22,000 to our 22700 account. Your letter arrived here only on 1 October, hence the delay in replying.

You will be receiving shortly a wholly new manning table, effective as of 1 October, together with information on our further revision of the 1964 Administrative Budget. As you know, we have been hard at work for a considerable time trying to tighten up the budget mechanism generally. After several months of discovery, I have long ceased to be surprised but can still summon up interest from time to time. For example, we discovered last week that one section, which shall be nameless, had forgotten to report the presence, for budget purposes, of 40 Congolese staff members. Add this to the sudden increase of costs caused by the evacuation of families and you can understand why I am wary of promising to meet further costs between now and 31 December 1964.

When this last review began, we seemed to have approximately \$50,000 as a cushion against the rougher facts of life between now and the end of the year. About \$30,000 of that have disappeared, or will disappear, as evacuation costs. That seems to leave us with approximately \$20,000 for all purposes which is nothing at all in a budget of this size operating in such unpredictable circumstances. But I still have some hope of achieving further economies (assuming I now have all the staff on the

Mr. R. B. Stedman
Director
JAD/TAB
New York, New York

..2

payroll) by charging off further posts to other budgets and by any other dishonest means that are open to me. So I sent you the cable suggesting that you charge the \$22,000 to our account 22700, with the understanding that if we have not achieved enough additional savings by 31 December, some or all of this amount could be charged to 1965.

Yours sincerely,

John M. Saunders
Dep. Res. Rep. (Admin)

0R4 110

TECHNICAL ASSISTANCE BOARD



BUREAU DE L'ASSISTANCE TECHNIQUE

QGT-1 1964
UNITED NATIONS
NEW YORK
ACTION

TELEPHONE: PLAZA 4-1234

CABLE ADDRESS: TECABOARD * NEW YORK

REFERENCE: 2.4.01/Congo(L)
(CD/102)

TO:	Mr. Saunders
1
2
3
<input type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input type="checkbox"/>	- No Action Required
INITIALS	

18 September 1964

Dear John,

We are presently in labour bringing forth the TAB Headquarters and Field Budgets and have the problem of the "Congo Desk" posts here at Headquarters.

In 1964 we set up \$200,000.00⁰⁰ the TAB Field share of the Congo Operation and this amount was transferred to the 22700 account. Then we had to get in Mr. Hamdy (P-3) for the Congo Desk plus a G-3 secretary. Since our TAB Headquarters Budget is already overloaded I have charged these two posts to the TAB Congo account thereby overspending the original \$200,000.00 but in the Field Budget where we are not hurting too much.

It is obvious from the volume of work involved that Mr. Hamdy needs an Administrative Officer G-4 or G-5 type and the problem now is where to budget for this amount. I'm afraid that it may not go on the TAB Headquarters account and the alternatives are your 22700 account or an additional charge to the 1965 provision of \$200,000.00 as the TAB Congo share.

Is it possible that you will be able to take approximately \$22,000.00 representing a P-3, G-5 and G-3 Congo Desk coverage?

R.B. Stedman
Director, Joint Administration
Division

Mr. John M. Saunders
Deputy Resident Representative
(Administration)
O.N.U.C.
B.P. 7248
Leopoldville
Democratic Republic of the Congo

UNITED NATIONS  NATIONS UNIES

INTEROFFICE MEMORANDUM

TO: Mr. John M. Saunders, Deputy Resident
Representative of the United Nations
Technical Assistance Board, Leopoldville

Date: 5 October 1964
OCT 12 1964

FILE NO.: ACTION

FROM: P.C.J. Kien, Chief, Accounts Division
Office of the Controller, New York

SUBJECT: 1964 Administrative Budget

TO: Mr. Saunders
1
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I wish to refer to your memorandum dated 3 September 1964 on the above subject, addressed in my absence to my deputy, Mr. Stierhout. Pending further investigation of some of the items queried in your above memorandum, I am replying to the points immediately concerning my Division and enclosing those copies of documents requested by you which are now available. I understand also that Mr. Hamdy, Congo Desk, JAD/TAB, is replying to paragraphs 3, 5 and 6 of your memorandum.

With regard to the first part of paragraph 2, it is my understanding that a breakdown of salaries and common staff costs by sources of financing of the 1964 Administrative Support Budget is neither desirable nor readily feasible. If ultimately it becomes necessary it will have to be done on a pro-rata basis to be equitable.

I enclose copies of the appropriate Monthly Earnings Registers for January, February, March and April 1964, which cumulatively correspond to the opening balances shown on the 29 May 1964 Status of Allotments, as well as copies of the Associate Pension budget charge listings for January through August 1964. I shall also send you copies of obligations outstanding at 30 September 1964, in accordance with our agreement with Mr. Hamdy, as soon as our 30 September IBM records have been issued. In reference to your request in paragraph 2(b), I shall be glad to provide all relevant information as soon as you let me know which specific items on the appropriate Status of Allotments require clarification.

On our regular payroll, as opposed to our Technical Assistance payroll from which expert salary charges arise, separation benefits are not accrued monthly, and therefore no reserve is being created. Service benefit or repatriation grant is charged in full at the time of separation, and in the case of administrative support staff separation benefits earned before 31 December 1963 are charged to ONUC liquidation expenses instead of to your budget.

I understand also that the matter of travel charges of Messrs. Osorio-Tafall and Miller, listed as "disputed expenditures" and "disputed outstanding obligations" in the annex to your memorandum, has been settled with Miss Seymour. Mr. Hamdy will be writing to you with regard to the \$31,263.74 in due course. UNICEF and a member of my staff are looking into the other "disputed" items and their findings will be communicated to you as soon as possible.

UNITED NATIONS  NATIONS UNIES

- 2 -

Please feel free to write for any further information you may require
and be assured of my sympathy in your undertaking to straighten out your budget.
Best regards to you and Hans (Pichler).

Org 110

FINANCE
TRAVEL DIRECT

COPY SENT TO

FILES

Revised Manning Table (your A.R. 10/1)

Thank you for your memorandum L-605/64 dated 16 September 1964 to Mr. Stedman. The proposed amendments are under study at present and you will be advised of the outcome by separate letter.

VII - MISCELLANEOUS (cont'd)34. Theft of Radio Communications Equipment (cont'd)

It appears however that replacement of the stolen set and of the set sent to Albertville could be achieved in a very short time by purchasing and air lifting of available stocks, the cost of which do not seem to be exceedingly high.

35. 1964 Administrative Budget

Reference is made to para 3 of Mr. Saunders' memorandum L-567 dated 3 September 1964, to Mr. Stiernout. Attached for your information is copy of a memorandum from Mr. Stewart to Mr. Handy summarizing the points of substance of the arrangement which has been agreed upon between the General Accounts Unit and the Congo Lesk.

ag
/10

ENCLOSURES

- 1) Letters of appointment (2) (item 3)
- 2) Confidential envelope - Miss Cohen (item 11)
- 3) Envelopes (2) - Mr. Alders (item 12)
- 4) Memorandum - Mr. Veloudakis (item 13)
- 5) Statements of Earnings & Deductions (item 14)
- 6) Duty Status Summary (item 15)
- 7) P-5 forms (6) (item 16)
- 8) Inter-Office Vouchers (10) (item 20)
- 9) T.B.'s 60th session "Record of Proceedings" (item 22)
- 10) Letter from Mr. Farish (item 26)
- 11) Purchase Order Amendment No. 1 (item 27)
- 12) Shipping Authorizations (2) (item 28)
- 13) Transair's invoice No. 11152 (item 30)
- 14) Memorandum by Mr. Ellis (item 30)
- 15) UN Invoice No. T.B 64-136 (item 30)
- 16) Memorandum by Miss Wilson (item 32)
- 17) Memorandum by Miss Wilson (item 32 b)
- 18) Copy of memorandum by Mr. Stewart (item 35)

BAT 728/64

25 September 1964

Dear Hans,

Many thanks for the postcard sent by you and your wife. I hope that you are having a very good holiday and try not to think too much of the Congo and work.

I thought you might like to know that arrangements are being made for you to take over the post now held by Mr. Cacouris. The responsibilities in the post are those of administration in general and liaison with the field offices in particular. Although this is quite a change from the job you have been doing, we have every confidence in your ability to do this, and all of us are ready to help in every way we can in seeing you through the opening stages. Personally, I look forward to this opportunity of working more closely with you, and know that you will be able to contribute a great deal to the work of the whole team.

With my best wishes to you and your wife,

Yours sincerely,

John M. Saunders
Dep. Res. Rep. (Admin)

Mr. H. Kunitzberger
Bad-Schallerbach No. 108
Austria

JMS:jmg

cc: Mr. Gauvreau

L-629/64

24 September 1964

Dear Mr. Vaidyanathan,

Chief of Personnel

It is now possible to make arrangements which will permit the release of Mr. Gauvreau from service in the Congo before the end of the year. I shall appoint Mr. Cacouris in his place, and Mr. Kunitzberger in turn will take over Mr. Cacouris' post.

Mr. Kunitzberger is due back from leave on 18 October and for several reasons we shall need a long over-lap. Mr. Cacouris will therefore remain in his present post and Mr. Kunitzberger will work with him throughout 14 November.

Mr. Cacouris will take up his new appointment as Chief of Personnel on 16 November and an over-lap of one week with Mr. Gauvreau should be sufficient.

I am in a position to release Mr. Gauvreau on Saturday, 21 November, and should appreciate your letting me know what arrangements Mr. Gauvreau should make for the move to his new post.

Yours sincerely,

B. F. Osorio-Tafall
Resident Representative and
Director of Special Fund Programmes

Mr. A. Vaidyanathan
Associate Director
JAD/TAB
New York, New York

JMS:jmg

cc: Mr. Gauvreau

1-628/64

24 September 1964

Dear Mr. Vaidyanathan,

Mr. Heinz Fichler

I am appointing Mr. Fichler as Chief of the Budget Unit in John Saunders' office, effective from 1 October 1964. Attached is a Job Description for the post. This action simply recognizes what has been a fact for a considerable time: that Mr. Fichler has been the Senior Budget Officer having the oversight of the day-to-day work of preparation of budgets and the appropriate control of action under them.

At the moment Mr. Fichler has an SPA to P-3 which was effective from 1 September 1963 (see Field Service cable 6801 of 22 Nov 63 to CHUR, Leopoldville). Mr. Fichler has amply demonstrated his capacity to perform at the P-3 level, and since the responsibilities of his post are, and have been for a considerable time, those of a P-3, I propose that he now be confirmed in that grade, effective 1 Oct 64.

Yours sincerely,

B. P. Osorio-Tafall
Resident Representative and
Director of Special Fund Programmes

Mr. A. Vaidyanathan
Associate Director
JAD/TAB
New York, New York

JMS:jmg

cc: Mr. Gauvreau

L-627/64

CONFIDENTIAL

24 September 1964

Dear Mr. Vaidyanathan,

Personnel changes

We are about to make a number of personnel changes affecting Messrs. Fichler, Cacouris and Kunitsberger. You will note from earlier letters that we have felt the need to review the whole operation of the Personnel Office (see, for example, my letter of 29 July, reference L-450, regarding the revised 1964 administrative budget). Following the departure of Mr. Gauvreau toward the end of this year, I shall appoint Mr. Cacouris in his place. Mr. Cacouris is now in charge of the Administrative and Field Liaison Unit in John Saunders' office.

We shall replace Mr. Cacouris with Mr. Kunitsberger, who returns from leave on 18 October. Mr. Kunitsberger will not, of course, be able to carry the full range of responsibilities which Mr. Cacouris has--at least at the beginning. But all concerned are ready to make special efforts to help improve the running-in period in the belief that he has the potential to handle a job of this kind.

The final step is to recognize Heins Fichler formally as in charge of the Budget Unit and to secure his promotion to P-3. Heins Fichler is wellknown to many people at Headquarters who have visited the Congo and you will be able to obtain a good many independent comments on his capabilities. We value the

Mr. A. Vaidyanathan
Associate Director
JAB/RAB
New York, New York

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contribution he has made, and while he has done an excellent job on financial matters, he has shown also that he can handle administrative ones effectively and with understanding. Of course, he is young in years yet but I have no hesitation in saying that his performance is well above that of the average of his contemporaries. For the future, we should keep an eye on his progress and appoint him to the kind of post which will explore that potential and further develop Heinz Fiehler as an excellent career officer of United Nations.

I shall write you formal letters on each of the changes mentioned above but I thought you might find useful this explanation of the background to the various changes.

Yours sincerely,

B. F. Osorio-Tafall
Resident Representative and
Director of Special Fund Programmes

CONFIDENTIAL

16 September 1964

L. 605/64

To: Mr. R. B. Stedman, Director, JAD,
Technical Assistance Board

From: John Saunders, Deputy Resident Representative
(Administration)

Subject: Revised Manning Table - Office of the Resident Representative

Please refer to your Administrative Report No. 4, item 4.

Attached is a copy of the section of the manning table for the Office of the Resident Representative, revised in accordance with Mr. B. F. Osorio-Tafall's instructions. I should welcome an approval of the changes, which are summarized below :

Old Manning Table

Total number of posts: 23

Posts No. 1 to 4 inclusive

Post No. 5 Programme Executive
Officer, P-4

Post No. 6 Programme Officer (EPTA,
ECA and Regional and
Inter-regional Programmes),
P-3

Post No. 7 Programme Officer (Regular
and Special Programmes,
W.F.P., PROAG, S.F., Counter-
part funds), P-3

New Manning Table

Total number of posts: 24

Posts No. 1 to 4 incl.: no changes

Post No. 5 Senior Programme Offi-
cer, P-5

Post No. 6 Executive Officer, P-4
(Conversion of Post No. 9 Research
Assistance and Statistician, P-3)

Post No. 7 Programme Officer, P-2

Post No. 8 Programme Officer, P-2

Page 2

Post No. 8	Programme Officer (Project Analysis and Evaluation Assistant), P-3	Post No. 9	Programme Officer, P-2
Post No. 9	Research Assistance and Statistician, P-3 (the present incumbent to be transferred to the counterpart Secretariat Manning Table)	Post No. 6	Executive Officer, P-4
Post No.10	Documentation Officer, P-2	Post No.10	Reports Officer, P-2
Post No.11	Fellowships Officer, P-2	Post No.11	Fellowships Assistant, G-5
Post No.12	Programme Assistant, G-5	Post No. 12	Secretary, FSL-3
Post No.13	Administrative Assistant, FSL-4	Post No.13	Secretary, FSL-3
Post No.14	Secretary, FSL-3	Post No.14	Secretary, FSL-3
Post No.15	Secretary, FSL-3	Post No. 15	Secretary, FSL-3
Post No.16	Secretary, FSL-3	Post No.16	Secretary, FSL-3
Post No.17	Secretary, FSL-3	Post No.17	Secretary, FSL-3
—		Post No.18	new post Programme Officer, Congolese, L-7
Post No.18	Driver, L-3	Post No.19	Driver, L-3
Post No.19	Driver, L-3	Post No.20	Driver, L-3
Post No.20	Driver, L-3	Post No.21	Driver, L-3
Post No.21	Driver, L-2	Post No.22	Driver, L-2
Post No.22	Driver, L-2	Post No.23	Driver, L-2
Post No.23	Driver, L-2	Post No.24	Driver, L-2

Page 3

The net cost of the staff in the Office of the Resident Representative, provided for under the manning table of 1 July 1964 was \$ 157,775 (see page 2 of annex B of the revised administrative budget of 1 July 1964). The cost of the staff listed in the attached revision will be approximately \$ 150,650, which thus produces a net saving of approximately \$ 7,125.

1964 Administrative Budget - Manning Table as at 1 September 1964

Post No.	Title of Post	Grade of Post	Name of Incumbent	Nationality	EOD	ETD	Grade of Incumbent	Remarks
<u>OFFICE OF THE RESIDENT REPRESENTATIVE</u>								
1	Resident Representative and Director of Special Fund Programmes	D-2	OSORIO-TAFALL, Mr. B.F.	Mexico	24 Jan 64	-	D-2	
2	Deputy Resident Repres.	D-1	GILPIN, Mr. A.G.	U.K.	26 Oct 62	-	D-1	
3	Deputy Resident Repres.	D-1	BROOKS, Mr. J.	U.S.A.	17 Jan 63	17 Jan 65	D-1	
4	Deputy Resident Repres. (Administration)	D-1	SAUNDERS, Mr. J.	U.K.	6 Mar 64	-	P-5/VIII (SPA D-1)	
5	Senior Programme Officer	P-5	SUCCAR, Mr. A.	Syria	19 Sep 61	18 Sep 64	P-5	See attached memorandum.
	Executive Officer	P-4	PENNACCHIO, Mr. G.					Vacant at present time.
7	Programme Officer	P-2	HENEIDI, Mr. R.	U.A.R.	24 Aug 64	23 Aug 65	P-1	
8	Programme Officer	P-2	ROBERTSON, Miss M.	U.K.	25 Mar 62	31 Dec 64	G-5	
9	Programme Officer	P-2	Vacant					
10	Reports Officer	P-2	ROUSTAN, Mrs. M.	U.A.R.	27 Aug 64	26 Aug 65	G-5 (SPA P-2)	
11	Fellowships Assistant	G-5	DECAUX, Miss M.	Syria	4 Oct 62	31 Dec 64	FSL-4	Name appears on p.48 of 1 July Manning table.
12	Secretary	FSL-3	PLASENCIA, Miss D.	Cuba	30 May 63	31 Dec 64	G-3	Name appears on p.3 of 1 July Manning table.
	Secretary	FSL-3	BASTIER, Miss M.T.	France	27 Aug 64	26 Aug 65	FSL-3	
14	Secretary	FSL-3	SYKES, Miss J.	U.K.	24 Jan 63	30 Nov 64		
15	Secretary	FSL-3	Vacant					
16	Secretary	FSL-3	SALA, Mrs. B.	Germany	9 Sep 64	-	L-6	

Post No.	Title of Post	Grade of Post	Name of Incumbent	Nationality	SOB	ETD	Grade of Incumbent	Remarks
<u>OFFICE OF THE RESIDENT REPRESENTATIVE</u> (cont'd)								
17	Secretary	PSL-3	Vacant					
18	Programme Officer, Congolese	L-7/IV	KIMBIMBI, Mr.	Congo	1 Sep 64	-	L-7/IV	
19	Driver	L-3	MAKANSU, Mr. I.	Congo	24 Aug 60	-	L-3	
20	Driver	L-3	GAMBA, Mr. J.	Congo	1 Aug 60	-	L-3	
21	Driver	L-3	WAVULUKA, Mr. M.	Congo	24 Aug 60	-	L-3	
22	Driver	L-2	BUNGA, Mr. P.	Congo	10 Nov 60	-	L-2	
23	Driver	L-2	Vacant					
24	Driver	L-2	Vacant					

on *J. Brooks* *Here return* *to O.F.* *W*

PROPOSED MANNING TABLE

Office of Resident Representative

1.	Resident Representative and Director of Special Fund Programme	D-2	OSORIO-TAFALL, Mr. B.F.	
2.	Deputy Resident Representative	D-1	GILPIN, Mr. A.C.	
3.	Deputy Resident Representative	D-1	BROOKS, Mr. J. R.	
4.	Deputy Resident Representative (Administration)	P-5/VIII (SPA D-1)	SAUNDERS, Mr. J.	
5.	Senior Programme Officer	P-5 <i>20/9</i>	SUCCAR, Mr. A.	
6.	Executive Officer	P-4	PENNACCHIO, Mr. G.	
7.	Programme Officer	P-2	HENEIDI, Mr. R.	P-1
8.	Programme Officer	P-2	ROBERTSON, Miss M.	G-5
9.	Programme Officer	P-2	Vacant	
10.	Reports Officer	P-2	ROUSTAN, Mrs. M.	G-5 (SPA P-2)
11.	Fellowship Assistant	G-5	DECAUX, Miss M.	FSL-4
12.	Secretary	FSL-3	PLASENCIA, Miss M.	
13.	Secretary	FSL-3 <i>28.8</i>	BASTIER, Miss M.T.	
14.	Secretary	FSL-3	SYKES, Mrs. J.	
15.	Secretary	L-6/I	LITTORIN, Miss Y.	
16.	Secretary	FSL-3	Vacant	
17.	Secretary	FSL-3	Vacant	
18.	Programme Officer <i>Congolese</i>	L-7/IV	KIMBIMBI, Mr.	
19.	Driver	L-3	MAKANSU, Mr. I.	
20.	Driver	L-3	GAMBA, Mr. J.	
21.	Driver	L-3	WAVULUKA, Mr. M.	
22.	Driver	L-2	BUNGA, Mr. P.	
23.	Driver	L-2	Vacant	
24.	Driver	L-2	Vacant	

BAT/552/64

11 September 1964

Mr. Maurice Gauvreau, Chief of Personnel

John M. Saunders, Deputy Resident Representative (Admin)

TAB/SF Administrative Staff

With reference to your memorandum of 7 September, please find here below the replies to your queries.

Mr. C. Valatiadis: As Mr. Valatiadis will replace Mr. Contostavlos, his transfer to TAB and the extension of his appointment to 31 December 1964 is authorized.

Mr. D. Tratoles: I agree to his transfer to TAB as of the date of his release from PX Service.

Mr. G. Theodossious: After discussion with Mr. Manson, I have agreed to his transfer to TAB effective 1 October 1964 in a new post (Billing Officer) in Accommodation Branch. The extension of his appointment through 31 December 1964 is also agreed upon.

Security Office and Travel Unit: I am not in favour of adding another post as suggested. It may be possible that with the departure of the dependents, re-arrangement within the two units may be able to cover the duties performed by Mr. Amyzial.

Mr. E. Khachab: Mr. Polgar has agreed to absorb in the ONUC budget the post currently held by Mr. Khachab through 31 December 1964. The extension of his appointment beyond that date through 30 June 1965 is authorized under a new post in the TAB Administration.

Mr. C. Smith: In view of Mr. Mortensen's recommendation, Mr. Smith's extension of appointment through 30 June 1965 is authorized.

Mr. F. Scheller: Mr. Scheller would fill the Administrative Officer post in Albertville from 1 July 1964 and upon the departure of Mr. Hobisch he should fill the Administrative Officer post in Stanleyville.

Mr. M. Salducci: I have no objection to Mr. Lawrence's request that Mr. Salducci replace Mr. Miller. In regard to the latter, I will advise you later and in the meantime I will appreciate your suggestions thereon.

.../.

11 September 1964

WHO: I have no objection to converting two posts at level 3 to a post at level 6 with the understanding that the latter will be filled by a Congolese national.

With regard to Messrs. A. Constantinidis and N. Calimeris, I will advise you separately when I have discussed the matter with Mr. Oberweis.

As per our conversation, please discuss the matter of the Registry Clerk for the Economic Analysis and Coordination Section with Mr. Noronha.

.....
Returned herewith are attachments to your memorandum of 7 September.

OPERATION DES NATIONS UNIES
AU CONGO



UNITED NATIONS OPERATION
IN THE CONGO

BOITE POSTALE 7248
LEOPOLDVILLE
REPUBLIQUE DU CONGO
CABLE: ONUC. LEOPOLDVILLE

7 September 1964

TO: Mr. J. Saunders, Deputy Resident Representative
(Administration)
FROM: Maurice Gauvreau, Chief of Personnel
SUBJECT: TAB/SF Administrative Staff

I would appreciate if you would kindly inform us of the action to be taken with regard to the following:

Accommodation

According to Mr. D. Manson, the original Manning Table of this section should contain 7 posts; however, he inadvertently omitted one post and our Manning Table as at 1 July 1964 showed only six incumbents. The changes actually proposed are as follows:

Post No. 1 - Mr. A. Constantinidis

To be transferred from TAB to ONUC budget. The staff member has been working for the ONUC liquidation team.

Post No. 4

Mr. G. Valatiadis, whose appointment expires on 30 September 1964, has been chosen to replace the present incumbent, Mr. S. Contostavlos, who has accepted a two year contract with ECA, Addis Ababa.

Mr. D. Tratolos - Mr. G. Theodossiou

Mr. D. Tratolos is in charge of Contracts Utilities and has been replacing Mr. N. Martingano, assigned to UNCYP at the end of April 1964. Mr. G. Theodossiou is the Billeting Officer and Administrative Assistant of the Section. This post was temporarily filled by Mrs. D. Kotsopoulou, Bilingual Secretary, till 10 July 1964. It is requested that both the above mentioned staff members, whose appointments under ONUC budget expire on 31 December and 30 September 1964, be transferred to TAB and extended till 30 June 1965.

.../

..... Enclosed please find copies of the revised Manning Table and letters dated 31 July and 26 August 1964 from Mr. D. Manson in connexion with the foregoing.

Security Office and Travel Unit

No provision was made for the post which was occupied by Mr. D. Friendship in the Travel Unit. The staff member departed at the end of July 1964 and Mr. G. Amyzial replaced him and is dealing with receptions and departures of staff at N'Djili airport. An additional post is therefore requested.

N'Djili
1 add. post.

Mr. E. Khachab

..... Enclosed please find letter dated 28 July 1964 from Mr. G. Dunn, Chief of Unit Stores and Accounts Control, who requests Mr. E. Khachab's transfer to TAB and extension of appointment after 31 December 1964. Your authorization regarding the establishment of this new post is requested.

Property
Clerk:

WHO

..... Enclosed is copy of a letter dated 24 July 1964 from Mr. P. Carvin, Senior Administrative Officer, WHO, requesting the conversion of two vacant posts Nos. 30 and 31, from messengers to drivers, also the establishment of a post for a secretary at L-6 in lieu of the two L-3 posts, Nos. 32 and 33. Since no additional budgetary charges are involved in the proposed substitutions of posts, your approval is kindly requested.

OK

..... Transport Section - Mr. C. Smith

Forwarded herewith for your consideration is copy of a letter dated 2 September 1964 from Mr. K. Mortensen, requesting Mr. C. Smith's extension of appointment till 30 June 1965.

OK

..... Purchase and Supply Section - Mr. N. Calimeris

Enclosed is copy of a letter dated 24 August 1964 from Mr. A. Cooper concerning the transfer of Mr. N. Calimeris to TAB budget effective 1 October 1964 and the extension of his appointment till 30 June 1965.

chargeable to
Air Transport.
hold
until absence
submitted return.

F. Scheller

Kindly advise which post Mr. F. Scheller will fill in our Manning Table.

?

.../

Economic Analysis and Coordination - Mr. M. Salducci

..... Enclosed for your consideration is copy of a letter dated 11 August 1964 from Mr. M. D'Astugues and copy of our letter of 8 August 1964 addressed to Mr. A. Succar in connexion with Mr. M. Salducci's extension of appointment.

project charge?
35-04
part K-01

..... Please also see attached memo dated 4 September 1964 from Mr. A. Lawrence, suggesting the conversion of two vacant posts at L-2 into one for a Registry Clerk. This arrangement will not be satisfactory as it would only permit the recruitment of a Congolese. For the work involved it would, in my opinion, be necessary to establish a post for a locally recruited non-Congolese which would entail monthly dollar transfers.

You will please recall that you were not in favour of extending Mr. M. Salducci's appointment unless his salary was charged to the project. Mr. Lawrence is most concerned in connexion with his extension and your decision would be appreciated.

As most of the appointments for which extensions are requested expire on 30 September 1964, your early decision would be appreciated.

GB: jmg

cc: R.B. Stedman, NY
B. Turner, N.Y.
G. Lansky, N.Y.
K. Yassir, Congo

L-267

3 September 1964

Mr. A. J. Stierhout, A/Chief Accounts Division

John M. Saunders, Dep. Rep. Rep. (Admin) - Congo

1964 Administrative Budget

1. Thank you for having forwarded to this office the Status of Allotments and the Monthly Earnings Registers for the months of May, June and July 1964.
2. With a view to ensuring maximum budgetary control and breaking down the salaries and the common staff costs by sources of financing, I should be grateful if you would send us the following documents:
 - (a) Monthly Earnings Registers for the period 1 January through 30 April 1964 corresponding to the opening balances shown in the 29 May 1964 Status of Allotments, under the various allotment accounts.
 - (b) Listings relating to the various adjustments reflected in the three Status of Allotments mentioned above, for which no supporting documents appear to have been received.
 - (c) Monthly pension and separation benefits registers for the period 1 January to 31 July 1964. This information is needed in order to enable us to set up a reserve for separation benefits and charge the common staff costs allotment accordingly.
3. In order to establish a realistic financial status of the 1964 Administrative Budget and also to enable us to record locally the unliquidated obligations, it would be appreciated if the obligation documents relevant to the Allotment Account 22700 (112-400) were forwarded

to this office, at the exception of those whose validity we dispute in the annexed summary. Your status of unliquidated obligations as of 31 July 1964 refers. I take this opportunity to request that in the future two copies of all obligation documents covering purchases of equipment and supplies be sent to this office as soon as possible.

..... 4. We are annexing herewith a summary of miscellaneous charges contained in your IOV's UNFC 64-117 and 64-124, dated respectively 7 and 17 August 1964, for which I would appreciate receiving your comments in the light of our explanatory notes.

5. The Status of Allotments as of 31 July 1964 shows a cumulative balance of \$11,263.74 under the allotment account 013 (CNSC replacement costs) for which there are no provisions in our revised 1964 Administrative Budget. By copy of this memorandum, I am seeking the advice of the Controller and T&B Executive Chairman with respect to these replacement costs. I am hoping that a favourable decision will enable you to reverse the aggregate sum of \$11,263.74.

6. With reference to paragraph 11 of Administrative Report No. 51, dated 1 May 1964 from New York, we would appreciate receiving, on a monthly basis, effective 1 July 1964, all the communications charges incurred on behalf of this office, in addition to the pouch expenditures.

LIST OF DISPUTED EXPENDITURES

<u>IOV No.</u>	<u>Allotment 27700-A/C</u>	<u>Description</u>	<u>Amount \$</u>	<u>Remarks</u>
(64-117)				
(64-124)	010	Miss C. Faught - S. Isidore - P. Catroves	-	UNR budget - consultation amount (unknown)
"	010	Mrs. D. Vlahos	-	salary should be IOV'd directly to Unicef
"	010	UNR replacement posts	31,263.74	no budgetary provisions for these posts.
64-117	112	Georio-Tefall; subistence Cairo/NY/Cairo	45.-	not related to his Congo assignment
"	112	Lharisson, airport tax Paris	62.04	should be IOV'd directly to Unicef
64-124	112	Travel of Mr. W. Miller, NY/London/Brussels/		should be absorbed by STAG - NY, but
"	112	Los/Sao/London/NY.	782.-	not administrative budget.
			32,340.78	

LIST OF DISPUTED OUTSTANDING OBLIGATIONS

<u>IOV</u>	<u>Allotment 27700 -A/C</u>	<u>Obligation Document</u>	<u>Description</u>	<u>Amount \$</u>	<u>Remarks</u>
64-117	112	TA 64-1634	W. Miller (NY/Los/Sao/N.Y.)	2,500.-	should be absorbed by STAG - N.Y.; not administrative budget.
"	112	TA 64-5125	Georio-Tefall (Cairo/NY/Cairo)	780.-	not related to his Congo assignment
				3,280.-	

Manning Table for the Office of the Resident RepresentativeFile
90

PROGRAMMING

Senior Programme Officer	post No.9		A. Succar
Executive Officer	post No.5	Candidate :	Mr. Pennachio
Programme Officer (EPTA, ECA and Regional and Inter-regional Programmes)	post No.6	Candidate :	_____
Programme Officer (Regular and Special Programmes, W.F.P., PROAG, S.F., Counterpart Funds)	post No.7		Mr. R. Henaldi
Project Analysis and Evaluation Assistant	post No.8		will not be filled for the time being
Reports Officer	post No.10		
	under the title Documentation Officer		Mme Roustan
Fellowship Officer	post No.11		Mlle Decaux
Programme Assistant	post No.12		Miss M. Robertson
Research and Documentation Officer	new post	Candidate :	Mrs. Prieto-Buss

.....

Job descriptions for all these posts are attached

Job description for the post of Senior Programme Officer should be prepared by Mr. Succar

JOB DESCRIPTION

SENIOR PROGRAMME OFFICER

File
9p-
3/ix

1. Initiates, prepares, and is responsible for the issuance, in conjunction with the Chiefs of Mission of Specialized Agencies, Principal Advisers of other Technical Assistance Units, and all Section Chiefs, and under the overall guidance of the Resident Representative and his deputies, of annual technical assistance programmes ^{for} ~~for eventual~~ discussion with Congolese Government representatives ^{and} for eventual submission to TAB.
2. Keeps the annual programme under continuous review and modifies, amends, and revises the programme as requested by the Congolese Government authorities or as required by changing circumstances.
3. Consults with the Budget Officer regarding overall financing of the programme.
4. Concerns himself with the implementation of the annual programme as regards recruitment of experts, evaluation of their performance, and extension or renewal of their contracts.
5. Prepares on basis of requests submitted by the Government and in conjunction with Principal Advisers of U.N. Technical Assistance projects and Section Chiefs and Personnel Unit, job descriptions of experts.
6. Supervises work of the Programme Officers and Programme Assistants.
7. Co-ordinates U.N. Technical Assistance and maintains liaison with all other technical assistance provided to the Congo from bilateral, international, or private sources.

cc : Mr. B.F. Osorio-Tafall
Mr. A. Succar
Mr. J. Saunders
Mr. A. Bucciatti

DRAFT JOB DESCRIPTION

Research and Documentation Officer

1. Maintaining reference files on documents issued by TAB, SF, TAC, ECOSOC, ECA, etc. required to be kept available for quick reference.
2. Dealing with enquiries made by the Resident-Representative or the Deputies relative to provision of information, supply of official documents or other material.
3. Extracting and filing of clippings from newspapers and magazines which are related to UN activities or political, economic and social developments in the Republic of the Congo.
4. Assembling and compiling basic documentation for the preparation of studies or special reports to be issued under the authority of the Resident Representative.
5. Undertaking surveys or research studies on projects as directed by the Resident Representative.

A voluntary worker is requested for this post.

PROPOSED MANNING TABLE

<u>Nº</u>	<u>Post</u>	<u>Grade</u>	<u>Incumbent</u>
1.	Executive Officer	P-4	Pennachio (a)
2.	Programme Officer (EPTA)	P-3	Zelleke (b)&(c)
3.	Programme Officer (SF)	P-2	Heneidi (a)
4.	Statistics Officer	P-3	Stathis
5.	Reports Officer	P-2/P-2	Mme Roustan (a)(d)
6.	Fellowships Officer	P-1	Reiser (b)
7.	Programme Assistant	G-5	Miss Robertson

(a) Candidates recommended by the Resident Representative.

(b) Leaving at the end of May or June 1964.

(c) Post to be financed under Pro-Ag.

(d) New post to be financed under Pro-Ag.

DRAFT JOB DESCRIPTION

Reports Officer - P-2

1. Is responsible for the initial drafting of all reports to Headquarters as instructed by the Deputy Resident Representative in consultation with agency mission chiefs, principal advisers, programme officers, and analysis and evaluation officers, as appropriate:

- (a) semi-annual report on Civilian Operations in the Congo;
- (b) periodic reports for TAB;
- (c) annual evaluation and appraisal report for TAB;
- (d) quarterly reports for the Special Fund;
- (e) special reports, as required, to TAB and SF Headquarters;
- (f) other ad hoc reports.

2. Drafts questionnaires for, and instructions to, the members of the Consultative Group in order to obtain basic material for the preparation of the reports listed above.

3. Ensures liaison with Reproduction Services so as to meet deadlines.

4. Is responsible for the preparation of draft project descriptions and date sheets.

5. Maintains custody of periodic and final reports of the individual experts, and of the fellows.

6. Serves as liaison with Office of Public Information.

7. Maintains subject files of clippings from local newspapers.

DRAFT JOB DESCRIPTION

Training and fellowships Officer - P-2

1. Is responsible for all matters relating to overseas and internal fellowships granted under EPTA, Regular Programmes and other parts of the Civilian Operations programme.
2. Maintains necessary liaison with agency mission chiefs, principal advisers, Bureau of Economic Coordination, Ministry of Foreign Affairs, and embassies.
3. Interviews holders of overseas fellowships, before and after their training. Maintains up-to-date records of their subsequent employment.
4. Maintains statistical records of (a) overseas fellowships (b) training within the Congo, provided under EPTA, Regular Programmes, Special Fund projects, and other parts of the Civilian Operations programme.
5. Cooperates with the analysis and evaluation officer in a continuing evaluation of such overseas fellowships and training within the Congo.
6. Collects information and maintains records of overseas fellowships and training within the Congo provided under bilateral and other programmes of technical assistance.
7. Follows up, whenever possible, the activities of the fellows who have returned to the Congo in order to ascertain how they are applying the experience gained.

DRAFT JOB DESCRIPTION

Analysis of Projects and Evaluation Officer - P-4.

The Analysis and Evaluation Officer, under the presidency of the Resident Representative, in consultation with agency mission chiefs, principal advisers, programme officers, and the fellowships and training officer, as appropriate:

1. Maintains the necessary records and compiles and assembles data on individual projects.
2. Assists in the appraisal of individual projects and in the periodic evaluation of the various programmes.
3. Reviews periodic reports of principal advisers and, as appropriate, prepares comments thereon for transmission with the reports to UNTA.
4. Prepares studies based on the current methods of evaluating technical assistance.
5. Is charged with promoting the follow-up of the recommendations contained in the experts' reports.
6. Prepares materials for the appraisal of the economic and social problems of the country, with indications of trends, as well as the country's efforts towards improving levels of living.
7. Assembles data for the constant evaluation of the country's development policies and plans and the analysis of the resources, both domestic and foreign, needed.

A voluntary worker is requested for this post.

DRAFT JOB DESCRIPTION

Statistics Officer P-3

The responsibilities of the Statistics Officer include:

1. Chart, study and evaluate all statistical material available concerning the economy of the Congo, and prepare reports, charts, and statistical information for the Chief of Civilian Operations.
2. Prepare statistical bulletins concerning the availability and programming of Congolese francs provided by donor Governments to the Congo through the channel of the United Nations.
3. Evaluate and report on indices of prices and wages in the Congo.
4. Prepare and evaluation statistics on public finance, foreign exchange, imports and exports, balance of payments, as needed by the Chief of Civilian Operations in carrying out the responsibilities of the United Nations in the Congo.
5. Serve as liaison with all statistical services of the Congolese Government and Headquarters, New York.

DRAFT JOB DESCRIPTION

Programme Officer (EPTA) - P-3

The responsibilities of the Programme Officer for EPTA include:

1. Maintenance of complete and up-to-date records of all UN EPTA, Regular and other Civilian Operations programmes of technical cooperation in the Republic of the Congo as a basis for the implementation, continuing follow-up, and reporting on the various programmes;
2. Assistance in the preparation of the Congo's bi-ennial programme request under EPTA;
3. Drafting job descriptions for experts in UNTA projects, based on request submitted by the Government and in consultation with the principal advisers concerned and Personnel Unit;
4. Maintenance of records and close cognisance of all technical aid programmes operating in the Republic of the Congo, from sources other than the UN, with a view to close coordination and avoidance of overlapping and duplication;
5. Preparation of recommendations on the Government's request for contingency allocations and maintenance of the necessary records;
6. Examination of, and preparation of recommendations on, the requests submitted by the Government for changes in the approved programme;
7. Preparation of information papers on the specific projects.

DRAFT JOB DESCRIPTION

Programme Officer (Special Fund) - P-2.

The responsibilities of the Programme Officer for Special Fund projects should include:

1. Maintenance of complete and up-to-date records of all UN Special Fund projects of technical cooperation in the Republic of the Congo as a basis for the implementation, continuing follow-up and reporting on the various programmes;
2. Assistance to the agencies concerned and the Government in the preparation of requests to the Special Fund;
3. Preparation of recommendations on requests for Contingency Allocations in respect of projected Special Fund projects, and maintenance of the necessary records;
4. Examination and preparation of recommendations on the requests submitted by the Government for changes in the approved projects;
5. Assistance in the preparation of the plans of operation.
6. Preparation of information papers on the specific projects;

Both programme officers, under the guidance of the respective Deputy Resident Representative will work in close cooperation with the agencies chiefs of missions and, in respect of UNTA projects with the principal advisers.

DRAFT JOB DESCRIPTION

Programme Assistant - G-5

1. Under the guidance of the Senior Programme Officer, the Programme Assistant will assist in the drafting of the programme request, in checking all figures and supervising its duplication and distribution.
2. When the programme request is approved by TAB, TAC, and the UN General Assembly, the Programme Assistant will take care of the duplication and distribution of the approved programme.
3. Will replace the Programme Officer in case of absence due to illness or leave, at the request of the Deputy Resident Representative.

Manning Table for the Office of the Resident Representative

PROGRAMMING

Senior Programme Officer (to be financed PROAG) 19-9-64	new post	financed by PROAG until 31. Dec 64
5 Executive Officer	post No. 5	Candidates: Mr. Pennachio
6 Programme Officer (EPTA, ECA and Regional and Inter-regional Programmes)	post No. 6	Candidates: _____
7 Programme Officer (Regular and Special Programmes, W.F.P., PROAG, S.F., Counterpart Funds)	post No. 7	Mr. R. Heneidi
8 Project Analysis and Evaluation Assistant	post No. 8	will not be filled for the time being
9 Research Assistant and Statistician	post No. 9	Mr. A. Stathis (will not be replaced when his contract expires on 31.12.64)
Reports Officer	post No. 10	Mme Roustau
	under the title Documentation Officer	
Fellowship Officer	post No. 11	P2 Melle de Caux FSL4
Programme Assistant	post No. 12	G5 Miss M. Robertson G5
Research and Documentation Officer	new post	Candidates: Mrs. Prieto-Euss
Prog Officer (Local)	18	Kimbiri

.....

Job descriptions for all these posts are attached

Job description for the post of Senior Programme Officer should be prepared by Mr. Succar

1 September 1964

EAT/438/64

Mr. J. Saunders, Deputy Resident Representative (Administration)

James R. Brooks, Deputy Resident Representative

Additional Post in UNTAB/SF Administrative Staff

I should be grateful if you would establish in the UNTAB/SF Administrative Staff one post as follows :

Post N° 18

Programme Officer, local Congolese

Grade level 7 (4)

It is intended that this post will be filled by Mr. Emmanuel KINGIMBI who will be recruited as of 1 September 1964.

cc : Mr. Osorio-Tafall
Mr. H. Guevreau
Mr. A. Succar