

Welfare Division - Main Series - Correspondence of Harry Thuermerstein, Director of Welfare Division, Balkan Mission

PLEASE RETAIN
ORIGINAL ORDER

Chm

UN ARCHIVES

SERIES 0527
BOX 297
FILE S-1311-0000-0056
ACC.

Answer

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

1344 CONNECTICUT AVENUE
WASHINGTON 25, D. C.

*March 12.
MS. Ref. 100
carbon copy.*

File
W 653/1

PERSONAL

Mr. Harry Greenstein
UNRRA
APO 787
c/o Postmaster
New York, New York

Dear Harry:

We have just had an unexpected opportunity to send you some mail by "fast hand." It is very gratifying to us that the importance of getting urgently needed people to you quickly has at last been recognized. We hope Miss Trumble's trip is a precedent which will be followed more often in the future.

There follow several matters upon which we should appreciate advice at your earliest opportunity:

1. DISPLACED PERSONS OPERATION

The budget for the Displaced Persons Operation in Germany, just received from the ERO, provides for a number of positions at Grades 10 and 11 for Principal Welfare Officers in Assembly Centers and for Welfare Officers at the Area Offices—each of which supervises 10 Assembly Centers.

We are starting immediate recruitment for those positions which have been allocated to the United States.

We fully appreciate that at this stage it may be difficult for you to foresee to what extent the Welfare personnel now assigned to the Balkan Missions will actually be utilized in the three countries concerned. However, if it appears to you that some personnel may not be used and would be available for and interested in reassignment to the Displaced Persons Operation, please cable their names immediately. All Welfare personnel in the Balkan Missions at Grade 9 and above should qualify for the Welfare positions in the Displaced Persons Operation.

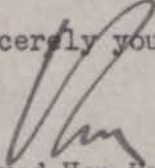
2. MASS FEEDING SPECIALISTS

Please refer to our Cable #76 concerning the availability of Mrs. Doris Taylor. As yet we have had no reply to this Cable. Mrs. Taylor has nearly completed her course at the Training Center and we are anxious to know whether we should request travel for her to Cairo. She was recruited in accordance with the original plan for a Welfare Specialist in Mass Feeding, to be attached to each of the Country Missions, and we have no other similar assignment available for her elsewhere. She appears to be well qualified by training and experience and, in addition, is an unusually personable and capable woman.

3. WELFARE SPECIALIST (PROCEDURES)

Please refer to our Cable #98 stating that Mr. Potts is no longer available and asking whether or not a replacement is desired. We have had no reply to this Cable. If you do desire a replacement we hope very much that you will specify the grade, duties and experience desired in order that we may recruit an appropriate person. It is partly because of lack of clarification of the responsibilities involved (whether the position was Grade 9, as stated in the Greek Mission budget, or Grade 11, as allocated here) that Mr. Potts is no longer available.

Sincerely yours,


Conrad Van Hyning
Acting Director
Welfare Division

*Greetings, Harry!
Conny*

W-6

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

1344 CONNECTICUT AVENUE
WASHINGTON 25, D. C.

15 February 1945

Mr. Harry Greenstein
c/o American Legation
UNRRA
Cairo, Egypt

Dear Harry:

not enclosed

Miss Gitta Sereny, whose application form I am enclosing, has been considered for overseas employment by this office, but because of the fact that she is a "stateless person" and because she is slightly under the minimum age requirement, she has not been offered a position.

I understand from Miss Sereny that a friend or relative of hers in Cairo with whom she has been in correspondence will propose her name to the Balkan Mission with the request that she be recruited for you by the Washington Office.

While this procedure is not customary, nevertheless, you will wish to have full information about Miss Sereny and may wish to request her employment.

I had recommended that she be employed for welfare services in the Displaced Persons Division in Europe because of her familiarity with languages, because of her experience with refugees in France, and because she is an extremely attractive and intelligent person. You will note that she has had very little experience in the welfare field. It had been my suggestion that she might do well in an information and advice center where her knowledge of languages and peoples could be capitalized on.

I should judge that the same difficulties concerning Miss Sereny's employment might arise in Cairo as it did in Washington. However, we shall be glad to take any action concerning her employment that may be requested by you.

Cordially yours,

Conrad Van Hyning

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

1344 CONNECTICUT AVENUE
WASHINGTON 25, D. C.

Dear Harry - The attached draft
of a letter was not sent officially
~~so~~ after writing it, I thought
you would be unable to do anything
about it any way. However, Miss
Kerney has written to her father-
-in-law to be - and he may
speak to you about it - or her.
Don't know who he is.

Miss Kerney is well educated,
Arbonne, London etc. - has traveled
the continent, worked in France
with children's refugee centers,
speaks four or five languages,
is very serious about wanting

to work in relief program.
Got out of France & back here
in 41. Has been working
for O.W.O. - so certainly has
clearance as o.k. - but is
stateless. If she were called
for from Matthews, the "stateless"
thing might break down - I
don't know. Anyhow, you
will be informed.

Would sure like to
see you again, you know!
Could exchange many things
about the job - but would
most like to hear your story
as ever
Vern

UNRRA, APO 787
c/o Postmaster
New York, N.Y.
12 March, 1945

Mr. Conrad van Hynning
1270 South Washington St.,
Falls Church, Va.

Dear Van:

Just returned from an extended visit to Greece and hasten to reply to your letter of February 14 which I found waiting for me. I shall try to bring you up to date on recent developments.

Hendrickson, Commander Jackson, Ed Rhatigan and George Xanthaky were in Athens during my stay there and are now in Cairo. I understand they were given full authority by Gov. Lehman to re-organize the different missions, to make such changes, appointments and decisions as they think desirable and they have been following through in decisive fashion. Here are some of the things that have happened. Laird Archer is out as chief of the Greece Mission, Sir Michael Creagh is no longer Senior Deputy Chief, the Distribution and Transport Division of the Greek Mission has been merged with the Supply Division. A Deputy Chief of the Greek Mission will be appointed who will be responsible for coordination of the Health, Welfare and Displaced Persons Divisions. Every effort was made to secure a permanent chief of the Greece Mission but neither of the two people approached were available. Buell Maben, Chief of the Supplies Division has been appointed Acting Head.

From Athens Hendrickson and his group moved on to Cairo where they now are engaged in setting up the Middle East Mission which will have as its main responsibility, camps and Displaced Persons activities in this area. Dr. Hyde of the Health Division has been appointed Acting Head of the Middle East Mission. A permanent Chief will be selected after Rhatigan returns to London. Selene Gifford will be in charge of the welfare program of the Mission.

As you know from now on all country missions are reporting directly to Washington pending the transfer of responsibility to the E.R.O. Personnel is being routed directly to each mission upon call by the Chief of each Mission. Reports are likewise now being made directly to Washington by each of the country missions.

In view of these decisions I take it that you will be dealing directly with each of the missions in so far as welfare personnel is concerned.

We are making strenuous efforts to move all the Voluntary Society teams out of Cairo to the country missions by the end of this month. Some provision however will have to be made either in Cairo or elsewhere for the reception and equipment of those teams who are now on their way from Palestine, Australia, South Africa. We have not yet decided how this can best be handled but we will in all likelihood maintain camp facilities for the Voluntary Societies in the next few months.

While in Athens I received a letter from Martha Branscombe indicating her desire to get into operations for at least a temporary period. With the consent of Glen Leet and John Dula and approved by Fred I sent a cable to London urging that Martha be assigned for a period of three months as consultant on child welfare to the Greece Mission. Hope that London will follow through on this as I do think this would be grand both for Martha and for the Greece Mission.

The situation in Yugoslavia with regard to the welfare program is giving us a great deal of concern. Yugoslavia has not yet indicated any desire to accept welfare services and neither Balls, the Director, nor any of the staff are in Yugoslavia. Two of the members of the Welfare Division were taken in as observers on distribution and are administratively responsible to the Distribution Division. The Mission has decided in view of these circumstances to retain only three members of the welfare staff, the rest to be re-assigned. A week ago the other members of the welfare staff were in Greece, in Italy, or in the Middle East, but we are trying to work out an arrangement whereby there can be temporary planned subject to recall to the Yugoslav Mission should the present situation change in the course of the next 60 days. The all-important thing is to get Balls, Rhoda O'Meara and Aleta Brownlee to Belgrade with the advance group of the Mission just as soon as the UNRRA Agreement is signed so that they can at least discuss with the appropriate welfare authorities in Yugoslavia the extent to which welfare services might be wanted.

The Albania Mission has folded up and Elfan Rees, Director of Welfare is on his way to London for re-assignment. Allan Houghton has been recommended for a welfare post in one of the Assembly Centers on the Continent and Maurice Hunt has been assigned to Greece.

Within the course of the next 30 days if all goes well there is a possibility that I may be going to London for a short stay. Fred is most anxious that I see Sir George Reid and some of the other officials in the ERO office and give them the benefit of our experiences in the Middle East so that when London takes over they will be conversant with some of the problems in the Middle East and in the Balkans. ~~xxxxxxxxxxxx~~ I am hoping to be back in the States in the course of the next two or three months and shall be eagerly looking forward to seeing you at that time.

I am enclosing a copy of a letter which I have sent to you officially to DuPont Circle giving my analysis of the American Voluntary Agency situation and a general evaluation of the American personnel seconded to UNRRA. Hope everything is going well with you and the Welfare Division in Washington.

Kindest regards and the best of good wishes to you and the staff,

W 653 / 1

FA.337/7



6 March, 1945.

Assistant Secretary,
Church Missionary Society,
Gordon Memorial Sudan Mission,
Juba, White Nile, Southern Sudan.

Dear Sir,

We thank you for your letter dated 9th February, 1945, requesting us to make arrangements to pay certain sums on your behalf in Greece.

We regret that at the moment we are unable to make any arrangement in this connection, as we have no instructions from the Greek Government on this subject. Should we receive any instructions we will be pleased to assist you in making the remittance you desire.

Yours faithfully,

B
Chief Accountant.

Copy: Welfare Division. ✓



W.653/1

6 March, 1945

Mr. John E. Dula
Welfare Division
Greece Mission
c/o ML HQ (Greece)
C.M.F.

Dear John:

Despite my illness, I shall always remember my visit to Athens with a great deal of pleasure because you and the rest of the staff were so wonderfully kind to me.

I am not going to try to thank each one of you individually but I would appreciate it if you would let the staff know that I shall not soon forget the many acts of friendship extended to me. My one hope is that I shall have the opportunity of reciprocating some time, somewhere in the not far distant future.

Keep well all of you and fondest personal regards,

As ever,

HARRY GREENSTEIN

W.653/1

6 March, 1945

Mr. Glen Leet
Director of Welfare for Greece
Greece Mission
c/o ML HQ (Greece)
C.M.F.

Dear Glen:

I have just arrived in Cairo and the first thing I want to do is to express to you my sincere appreciation of all the courtesies you extended to me during my stay in Athens. No one could have been more thoughtful.

I also want you to know what a source of satisfaction it was to me, to note the extent to which the Division is keeping its eye on its main chance and how soundly you are all planning and working with the Greek Government. There are many problems and hurdles ahead. It would of course be utopian to expect anything less in a country so torn politically and financially. But I left Athens with the conviction that given half a chance the Division is going to make real progress.

Please be sure to remember me to the staff and the best of good wishes to all of you.

As ever,

HARRY GREENSTEIN

Office Space - Welfare Division, Middle
East Mission

W.653/1

2 March, 1945

TO: Major T.L. Francis
Director of Administra-
tive Services

FROM: Miss Selene Gifford
Acting Director,
Welfare Divis on
SG

As was agreed at the meeting of Division Directors on February 27 I would like to suggest that since under the proposed plan there will be a Director of Welfare and a Secretary attached to the Chief of Mission's office, that either one room large enough for two persons with necessary desks and files be provided or that the Director of Welfare be given one of the small rooms at Dar El Shifa close to a larger room in which there might be several secretaries.

F
As a matter of personal preference and because the job will be a heavy one for one person it would be appreciated if the Director of Welfare could be in one of the small rooms so that it would not be necessary to have a secretary in the same room. There will be need to have conferences in which the clattering of a typewriter will be distracting and which might necessitate stopping the work of the secretary in order to continue the conference and also because the Director of Welfare will need to keep up with a tremendous amount of written material which requires an office in which one can concentrate and therefore work more quickly.

Attached Letter

W.653/1

2 March, 1945

TO: Mr. W.N. Tonkinson
Accounts Division

FROM: Miss Selene Gifford
Acting Director,
Welfare Division

There is attached a letter which was transmitted to this office concerning the possibility of sending money to Greece.

You will remember that I discussed this with you and I am forwarding the letter to you for an appropriate reply to be made to the secretary of the Church Missionary Society in Juba.

ENC:

Enclosed Note

W.653/1

26 February, 1945

TO: Miss Marrietta
Henderson
Nuseirat Refugee
Camp

FROM: Miss Selene
Gifford
Acting Director,
Welfare Division
SS

Attached find note to you that came
from Greece to this office.

ENC:

FILE

Attached Material

W.653/1

23 February, 1945

TO: Intelligence
Division

FROM: Miss Selene Gifford
Acting Director,
Welfare Division

SG

The attached information was forwarded to the Welfare Division, presumably because it comes from the Assiout Orphanage.

Enclosed in the information along with other material you will find a letter from Miss Lillian Trasher, Superintendant of the orphanage. Attached to the letter is a newspaper clipping which indicates that UNRRA has asked the Egyptian Ministry of Social Affairs for a report on all charitable institutions in Egypt.

I am wondering whether this advertisement originated in your office and whether you are gathering this information. At any rate the contents are yours for whatever purpose they can serve since I do not believe that the Welfare Division, Balkan Mission, will have need for this information.

ENC:

Attached Memorandum

W.653/1

22 February, 1945

TO: Registry
Dar El Shifa

FROM: Miss Selene
Gifford
Acting Director,
Welfare Division



This memorandum was sent on the 21st to be routed to the appropriate people indicated.

On the afternoon of the same day, the complete set of copies was returned to this Division. Will you please route to the appropriate people immediately.

F I L E

Enc:

Staff Member Responsible for File of
Official Memoranda

W.653/1

2 February, 1945

TO: Organization and
Procedures Section
Room 305
Dar El Shifa

FROM: Selene Gifford
Acting Director,
Welfare Division

The staff member designated to be responsible
for maintaining a section file of Official
Memoranda is: Miss Selene Gifford.

F I L E

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

BALKAN MISSION

Series: Administrative.

No: A.69

Subject: Official Memoranda.

Date: 23.1.1945

1. In order to ensure effective circulation of Official Memoranda, Heads of Sections within Organizational Units will designate a staff member to be responsible for maintaining a section file of such memoranda.
2. The names of such staff members will be notified to Organization and Procedures Section, Room 305, 8⁷⁰ Dar el Shifa.
3. It will be the duty of these staff members to maintain three Memoranda files :-
 - i. Policy
 - ii. Administrative
 - iii. Informational.
4. In future, unless otherwise stated, memoranda under the above headings will be distributed to Chiefs of Bureaus, Heads of Divisions and the staff members designated in para2 above. These designated staff members will be responsible for all officials attached to their Section signing the memoranda as read.

Alvin Roseman

Alvin Roseman
DEPUTY CHIEF OF MISSION
FOR FINANCE AND ADMINISTRATION

File

10

27 January 1945

TO: Mr. Harry Greenstein

FROM: Neville Miller *NM*

RE: Directors' Meeting
Friday, 26th January

Dear Harry:

Many thanks! You came through in swell style!

Sincerely,



To: Director Welfare Division ✓ *W-653/1*
From: Office Manager, King's Hotel
Subject: Stationery
Date: 18th January, 1945

It is requested by Director Administrative Services that all Divisions will submit to the Office Manager on or before 22nd January an estimate for 3 months requirements of Stationery.

It is pointed out that errors in compiling such estimate will naturally rebound on the Division concerned, and cause cancellation of indents for items in excess of the estimate submitted.

The estimates should be submitted in Memo form and not as an indent.


Office Manager



UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

Internal Memorandum

Subject: Three Months' Stationery Required-Welfare
Division

File No. W.653/1

Distribution :

1 February, 1945

TO: Office Manager

From: Selene Gifford
Acting Director,
Welfare Division

Estimate for three months' stationery supplies:

Paper: Foolscap: Flimsy - 4000
 Thick - 750
Stationery: Flimsy - 2000
(size - Thick - 1000
 plain)

Control ----- 1500
File ----- 1500

Headed stationery -
 thick - 1500
 thin - 1500
Memorandum paper - 1500

Envelopes: Brown: $5\frac{1}{4}$ x $3\frac{1}{4}$ - 300
 $9\frac{1}{4}$ x $4\frac{1}{4}$ - 200
 $11\frac{1}{4}$ x $8\frac{1}{4}$ - 100
 $13\frac{1}{4}$ x $8\frac{1}{4}$ - 50

White: Headed:
 $4\frac{1}{2}$ x 9 - 200

After Action

Return to :-

Carbon: boxes - 6
Note books: shorthand - 20
 : Memo - 10
Paper clips : 12 boxes
Thumb tacks: 3 boxes
Folders: 50
Pencils: black: 12
 blue : 6
 red: 6
Labels: gummed: 6 packs
Blotters: desk pad size: 12
Erasers: 6
Pen nibs: 6
Typewriter ribbons: 6

Return of Three Blankets

W.653/1

January 30, 1945

TO: Capt. Fonthein
Mov.Qm.
H Camp
G.H.Q. SO.

FROM: Harry Greenstein
Director of
Welfare Division

I am returning by Mr. Arnold Curtis the
three blankets issued to me for use in Athens
which I find I will not need.

F I L E

W.653/1

January 30, 1945

Manager,
Continental-Savoy Hotel
CAIRO.

Dear Sir:

This is to notify you that I am leaving for Athens for a two to three weeks' stay and am returning to the Continental. I am leaving part of my baggage here until I get back.

If at all possible would appreciate it if you could let me have room 55 back, upon my return. At any event be sure to have ready for me a single room with bath.

Sincerely yours,

HARRY GREENSTEIN

Activities during next few weeks

W.653/1

January 30, 1945

TO: Miss Selene
Gifford

FROM: Harry
Greenstein

During the time I am away from Cairo I would appreciate it very much if you would -

- 1) Keep in a separate file for me all significant correspondence and replies.
- 2) Keep lists of all arrivals of budget line and American Private Agency personnel.
- 3) Keep minutes of all staff and Directors' meetings.
- 4) Keep any important cables which arrive.
- 5) Save any other material which you feel is of importance.

W.653/1

January 30, 1945

Mrs. Esther Ory
c/o Jewish Relief Unit
UNRRA, B Camp
G.H.Q. So.

Dear Mrs. Ory:

Many thanks for sending me the enclosed
article on UNRRA which I read with a great deal
of interest.

It was good of you to let me have a look at
it.

With kindest regards, I am,

Sincerely yours,

HARRY GREENSTEIN
Director of Welfare Division
Balkan Mission.

Jewish Relief Unit,
c/o UNRRA. GHQ. MEF.

Sunday 29. 1. 45

Dear Mr. Greenstein,

Here is the article as
promised. May I have it back?
Thank you - I'm certain that you
too will enjoy the style ⁱⁿ the
spirit it was written.

p/s Esther Ong.

January 17, 1945
File No: 62/5

TO : Alan D. Fields
Public Relations Division

FROM : Harry Greenstein
Director of Welfare Division

RE : Photographs - El Shatt

On the occasion of my visit to El Shatt with Senator Burton of Ohio, a number of photographs of camp activities were taken by Mr. Zareh Miahanooff.

I would appreciate it very much if you would let me have six or eight copies of some of these pictures so that I can use them in connection with the interpretation of our welfare program.

File
16 January, 1945

W. 653/11

TO : Joint Secretaries of the Cairo Council of Voluntary Societies
9, Sh. Malika Farida

FROM : Harry Greenstein
Director of Welfare Division, Balkan Mission

RE : Mr. Nicolas Jorgas

We are sending herewith a copy of a letter we have received from a Mr. Nicolas Jorgas together with a copy of our reply.

We shall be very glad if you can do anything to help him.

Mr. Greenstein

Miss E. C. C.

20/12/44
12/12/44

ALEXANDRIA, 26th December 1944.

The Manager
U. N. R. R. A.
8, Dar El Shifa,
Garden City
Cairo.

Sir,

I, the undersigned, NIKITA JORGAS, having called to the British Consulate, Alexandria, have been instructed to apply to you for the following :

I am originated from the island of "SIMI", Dodecanese, and have left in my Country, my wife and 4 children, since 5 years.

I have just received a letter from my wife stating that she was very seriously ill, that she had no income at all and was in very urgent need of money.

Would you please let me know, as soon as possible, how I can send my family any money and up to what amount.

I shall be very grateful to you, for any help you would give me in this very pitiful case, and hope that by one way or another you will allow me to send my family the necessary money very urgently needed.

For your information, my wife's name is KARIOTOMENI JORGAS.

Thanking you in anticipation,

I beg to remain, Sir,

Your obedient Servant,

Nikita Georga

my address:
c/o. Mr. George Mandalios
23, Okelle Lemoun Street.
ALEXANDRIA.



U/2/1

M. Selene El-Sayed Director Welfare Division
UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

8, SHARIA DAR EL-SHIFA - GARDEN CITY - CAIRO

97
Telegrams : UNRRA, CAIRO

Telephone { 51421
 55439

1-0
4 January 1945 *File*

To: Chiefs of Offices, Bureaus and Divisions

From: Deputy Chief of Mission
for Finance and Administration

Subject: Central Registry

Further to my letter of 27 December 1944.

1. No objections have been raised in connection with the proposed decentralisation of the Registry and many Bureaus have expressed their fullest agreement.
2. The change-over will therefore be effected as from the 20th January 1945.
3. Mrs. Hutton is at present collating file indexes from Divisions and Bureaus and setting up new procedures.
4. It will be appreciated if your staff will give her every assistance in expediting this work and ensuring that the change-over can be effected on due date.
5. Detailed instructions on the revised procedure will be issued shortly.

R. R. Kingsbury



File

*1-0
com*

INSURANCE OF PERSONAL LUGGAGE

352(2)

Greece Mission
Albania Mission
Yugoslav Mission
Wings Hotel
Agouza
Camps Division
Welfare Division ✓
Mrs. Leitchford

3 Jan. '45.

1. Herewith 50 copies of particulars in respect of the insurance of the personal luggage of members of UNRRA for distribution.
2. If further copies are required please inform this office.

A. Lumen

† Lt. Col.

Director Admin. Services
Unrra Balkan Mission.



U. N. R. R. A.

INSURANCE OF PERSONAL LUGGAGE & BELONGINGS

The attention of the personnel of the Administration is directed to the following ruling and arrangements in regard to their personal luggage and belongings.

1. The Administration will NOT, in any circumstances, accept responsibility for loss by theft, fire or otherwise of personal luggage and belongings.
2. Arrangements have been made with Mr. E.S. FORTE, Insurance Broker, of 1 Rue Borsa Ghedida, Sharia Kasr El Nil, Cairo, representative of the Eagle Star and British Dominions Insurance Company Ltd., that the latter will issue immediate cover. The annual premium is 25/- (14%) per £ 100 with a minimum premium of £ 2.10/- (approximately \$10.00).
3. Only members of the Administration having Officer Status are entitled to avail themselves of this facility. Mr. Forte will be pleased to consider applications from other members of the Administration requiring the insurance of their baggage and personal effects, but such insurance will be handled by another Company and each insurance will be treated on its merits. For such insurance the premium would, it is understood, be in the neighborhood of 2% per annum, but the rate would vary according to the cover required and the risk run.
4. All members of the Administration must make their own arrangements with Mr. Forte who will furnish the necessary application forms.

Cairo - 20.12.44.

January 5, 1945
File No: 62/5

TO : Director of Administrative Services

FROM: Harry Greenstein
Director of Welfare Division

RE : Issue of Stoves for Office Heating

1). It is requested that four stoves be made available for the Balkan Mission, Welfare Division, at King's Hotel, occupying rooms 1, 2, 3 and 21, at the earliest possible moment.

2). Members of this Division were the first to arrive in this building and a number of complaints have been received from the staff that they feel the cold. A glance at the attendance sheet for December will show that there has been a considerable amount of absence in this Division due to colds.

3). It is understood that other Divisions in this building have already received stoves and I should be glad if these four can be made available without delay.

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

8, SHARIA DAR EL-SHIFA - GARDEN CITY - CAIRO

TELEGRAPHIC ADDRESS
UNRRA-CAIROTELEPHONES:
47816-41317*9*
27 December 1944*File*

To: Chiefs of Offices, Bureaus and Divisions

From: Deputy Chief of Mission
for Finance and Administration

SUBJECT: Central Registry

1. It is proposed:

- (a) To decentralise the filing and indexing section of the Central Registry at Dar-el-Shifa.
- (b) To maintain at Dar-el-Shifa a small Central Registry covering matters general to the Balkan Mission

Once procedures have been established, this would involve the transfer of all data relating specifically to each office, bureau or division, being transferred from the present Central Registry to the respective office, bureau or division concerned.

2. Please advise this office by 30 December whether or not you are in agreement with the change-over proposed. Kindly forward reasons if you are not in favour of such decentralisation. No reply by 30 December will be regarded as concurrence in para 1 above.

3. Mrs. Hutton is prepared to assist with the change-over and as she will only be available for a limited time, this matter is urgent and it will be appreciated if you will have prepared by 2 January 1945 a complete list of subjects (main and sub-headings) covered by your Department. Mrs. Hutton will call on you for this information.

4. If it is considered desirable that your Bureau or Division should combine with any other Bureau or Division in maintaining records, please discuss with those concerned and advise this office accordingly by 30 December 1944.

L. L. Linnings

File

December 20, 1944
File No: 62/5

TO : Mr. A.E. Brownbridge
Mr. Arnold Curtis
Miss Edith Eccles
Miss Selene Gifford ✓
Mr. C.K. Linney
Miss Katherine McCullough
Miss Hansi Pollek

FROM : Harry Greenstein
Director of Welfare Division

Because of the Christmas holidays our next weekly staff meeting will be held on Wednesday December 27 at 8:30 a.m.

Attached find memorandum submitted to me today by Mr. Linney raising certain questions with regard to the training of Voluntary Society workers. I intend to bring this matter up at the staff meeting and would appreciate it if in the meanwhile you would give this as much thought as possible.

Miss Gifford

December 20, 1944

TO : Harry Greenstein
Director of Welfare Division

FROM: C.K. Linney *cul*
Field Welfare Officer, Balkan Mission

RE : Responsibility for training of Voluntary Societies

1. Reference conversation Mr. Greenstein - Mr. Linney 20th December 44.
2. It is clear from the criticisms arising from the Voluntary Societies that there is a strong feeling brought about by the lack of coordination of all training programs. It would appear that there are a number of independent courses taking place, at the present time, which are overlapping and which result in a feeling of frustration.
3. As I indicated to you this morning there is a very real absence of background information about UNRRA, its purposes and responsibilities.
4. In the past a one day orientation course had been regarded as sufficient to indicate the general UNRRA responsibilities. This one day course assumes a considerable knowledge of the general UNRRA program and is, I think, based on the theory that all personnel have had a training course similar to Maryland
5. In the case of the British Voluntary Society personnel this is not so and at a meeting which I attended yesterday, it was obvious that on the supply side alone, there was a lack of knowledge both, of the channels of responsibility, within UNRRA and UNRRA's relationship with the Combined Boards etc. All this leads to confusion and to a feeling of not being an integral part of the whole set up.
6. The following independent courses are at present taking place: -
 - a) Greek Mission University - members of Greek teams have been invited to attend any of these lectures if they so desire, but it is specifically for members of UNRRA Greek Mission.
 - b) "H" Camp is running a number of locally organised lectures on a variety of subjects e.g. mechanics,

hygiene, and some talks on aspects of emergency relief from members of the various units.

c) "B" Camp has just completed the field training of 4 Yugoslav teams and Miss McCullough has arranged for a series of Health Division lectures and is proposing to arrange lectures from members of the Welfare Division

7. At "H" Camp yesterday it was clear that people felt they were missing some valuable lectures, either because they were taking part in some other course, or were involved in language classes when they felt that some of the other lecture would be more useful.
8. If we are to avoid this feeling of frustration and disorganisation it is important that the coordination of training for "B" and "H" Camps should be the responsibility of one division and that one person in that division should have authority to work out with the appropriate technical divisions the details of all training.

The present establishment of the two camps is :-

"B" Camp 160 approx.

"H" " 105 "

Future drafts will probably bring further 150 personnel to the Camps for training, over a period of 3 - 4 months.

*To Mrs. Greenstein for
Mr. Sanford*

8 December 1944

TO: Mr. Field
Mr. Greenstein
Mrs. Leutchford
Mr. Morrell
Miss Pollak
Mr. Sanford ✓
Mr. Tonkinson
Mr. Young

FROM: Neville Miller

Attached find copy of letter which I have sent to the head of each unit, calling a meeting of the representatives on Wednesday, December 13th, at 9 A.M. I shall keep you advised of developments, and if in the meantime you have any suggestions kindly pass them along to me.

Many thanks for your kindness in attending the meeting Thursday, and here's hoping we really can start something well worth while.

8 December 1944

62/5

For the purpose of considering staff activities, morale, complaints, etc., I called together Thursday a committee consisting of the following:

Mr. Field
Mr. Greenstein
Mrs. Leutchford
Mr. Miller
Mr. Morrell
Miss Poliak
Mr. Sanford
Mr. Tonkinson
Mr. Young

The committee decided that the best way to proceed was to request each unit to select a representative to form a staff organization which could assume the responsibility of working out plans, etc. These representatives are not to be appointed by the head of the unit but are to be selected by the members of the staff. A meeting of this staff organization will be held in the Conference room at Dar el Shifa on Wednesday, December 13th, at 9 A. M.

Will you kindly arrange for the selection of your representative and notify the representative of the meeting. We shall rely on you to see that the representative is notified and attends.

As for method of selection, I suggest, if possible, you call together your staff and have them select the member at a meeting. If for various reasons it is not possible to call a meeting of your staff, I suggest that you call together such as can be gotten together, or a representative group, and request them to select the representative.

We shall appreciate your prompt cooperation, so that we may get this committee functioning as soon as possible.

Neville Miller
Senior Deputy Chief
Balkan Mission

NM/mv

HORSES TRANSPORT

Pending
[Signature]

Miscellaneous

62/50

TO:
Miss S. Gifford,
Acting Director
of Welfare Div.,
Balkan Mission.

FROM:
K. Linney. *KL*

1. With reference to numerous remarks which have been made during the past few days concerning scales of vehicles for Voluntary Society units and the suggestion that this type of transport might be supplemented with horses or mule transport.

2. Captain T.M. Leach, Staff Captain, R.A.V.C., who is at G.H.Q. M.E.F., has informed me that whilst it is impossible for the Army to release mules -riding or pack- it might be possible for us to obtain some Prisoner of War horses captured in Italy. These are at present unassigned and there are some 3000 of them.

3. If you consider that we should pursue this matter further we can do it through our official channels or I can explore it further with Captain Leach before taking final action.

4. I think it is likely that these horses will be mobilised and posted for service within the next few weeks and therefore our request for their release and assignment to UNRRA should not be delayed too long.

Grant *Info* *K.H.* *6*
INFORMATION BUREAU.

352(2) *02/5*

ALL BUREAUS &
DIVISIONS.

December 12th, 1944.

1. An Information Bureau is being formed in the Waiting Room in the Dar el Shifa building in order that new comers may have some place from where they can obtain information, which at present, they can only obtain by interrupting officials in their offices.

If the Bureau has information on broad lines such as (a) what official deals with a specific subject & (b) general information about the subjects dealt with, much time can be saved by all concerned.

2. The Bureau will be given copies of Admin. Instructions, Telephone Directories etc. to assist them and therefore only information not contained in these should given.
3. Apart from this "official" information it is hoped, in time, to build up the bureau so that it has a general knowledge of Balkan Mission activities.
4. Please forward your "information" as soon as possible to this office as it is hoped to open the Bureau this week.

L. J. Chirik
Lt. Colonel
DIRECTOR ADMINISTRATIVE SERV.
UPPER BALKAN MISSION.

(1)

H. Greenberg

Full

R. H.

LETTERS REMOVED FROM FILES.

351/4.

ALL BUREAUS AND
DIVISIONS.

December 11th, 1944.

- 1/ File 350 Vol.3 - Organisation Plan,
Balkan Mission.
- 2/ 50(1) - Voluntary Societies, Policy,
Greece.

Reference the two above mentioned files.

1. Sometime ago eight letters were removed from File 350 Vol.3 and six were surreptitiously returned to the Central Registry. However, two are still missing - i.e. Nos.350/125 and 350/135.
2. Similarly four letters were taken from File 50/(1) and three returned. The missing letter is 50(1)/3.
3. Please cause a search to be made for the missing letters as it is most important that the files should be complete. If they are not complete then they are of little value for reference purposes.
4. It is stressed on all concerned that if any letter is of particular importance to any one branch or department then a copy of it or extracts from it may be made but under no circumstances must the letter be removed. The continual tampering with Central Registry Files is causing a great deal of unnecessary work.
5. If, as sometimes happens, a file changes its character and part of it becomes of interest to only one Bureau or Division then arrangements should be made direct with the office in charge of the Central Registry for the opening of a new file or possibly the proper handing over of the part concerned.

cc. Officer i/c
Central
Registry.

Lt. Colonel

Lt. Colonel
DIRECTOR ADMINISTRATIVE SERVICES.
UNRRA BALKAN MISSION.

9

1

File 102/5

File

21 November 1944

TO: Mr. Harry Greenstein

FROM: Neville Miller

I took with me on my trip to Italy a copy of your Welfare Report for October and also your Progress Report #11, both of which I read with a great deal of interest.

Thanks for keeping me informed, and congratulations on the job you are doing. With kind regards,

Sincerely,

N Miller

Senior Deputy Chief
Balkan Mission

NM/mv

File

File No. 9

9 November 1944

TO : Mr. Alvin Roseman
Deputy Chief of Mission for Finance
and Administration UNRRA

FROM : Mr. Greenstein
Director of Welfare Division

RE : Delays in delivery of documents.

1. Recently there have been an increasing number of delays in the delivery of letters and documents both into and from this division.
2. This is causing considerable difficulty and through it, matters of policy are being held up.
3. Further, as many of these documents go to outside bodies, with Headquarters in Cairo, criticisms of UNRRA efficiency continually comes to my knowledge.
4. May I ask you to make a careful investigation into this question, as the matter is one of paramount importance in our relationships with other organisations.
5. I append a summary of a few outstanding examples of long delay or misposting.
 - (i) Letter from Alan Hall to Mr. Greenstein dated Oct. 9th arrived in Welfare Division Oct. 31st at 19.00 hrs.
 - (ii) Letter from Barratt Brown to Deputy Commissioner BRCS dated Sept. 14th was sent to Washington in error and returned to this office Oct. 27th, together with attachments to Lt. Col. Langman, Mr. Brownbridge
 - (iii) Letter from Barratt Brown to Lt. Col. Easton GHQ (Southern) Sept. 14th sent to Washington in error and returned Oct. 27th together with all attachments. This was a matter of considerable importance concerning Voluntary Societies and explains a number of points which have not been

understood properly, owing to the lack of information.

- (iv) Letter Oct. 28th from Director of Welfare Division to Cairo Council of Voluntary Societies, with copies to Camp Commandants "E" and "H" Camp GHQ (Southern) for Action by Nov. 1st. This was received by Commandant "E" Camp Nov. 3rd for action Nov. 1st.
 - (v) Letter to O.C. EAU MEF; with copies to Cairo Council and Brig. Armitage Oct. 24th arrived at E.U HQ on Nov. 8th with all copies and envelopes attached.
6. Attached please find copies of documents referred to above.

Copy to : Lt. Col. Langman
Director of Administrative Services.

Harry Greenstein *Agouza*
UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

8, SHARIA DAR EL-SHIFA - GARDEN CITY - CAIRO

Telegrams : UNRRA, CAIRO

Telephone { 51421
 { 55439

Our Ref. 352(2).

November 4th, 1944.

Ext. 26.

To: Heads of Bureaux & Divisions.
From: Lieut. Colonel Langan.

Copies to: Registry.
 Cable Room.
 Greek Registry.

SUBJECT: E.L.S. SERVICE TO ATHENS.

1. A daily E.L.S. Service now runs to ATHENS. Letters must be in E.L.S. Office by 1000 hours daily, therefore they must reach Balkan Registry, by hand, specially marked, by 0900 hours daily.
2. Service takes approximately 36 hours.
3. No personal mail, cheques or valuables may be included.

Lt. Col. Langan
Lt. Col.

62/5

File

OUR OWN UNIVERSITY AFLOAT

Open Forum Conducted daily at 2 p.m. S.S. SAMUEL PARKER - New York - ?

- | | |
|--|--|
| 10/30 - Our Ship - Our Convoy
Chairman - M. Kaufman | Captain A. K. Natland
Master, S.S. SAMUEL PARKER |
| 10/31 - Our Experiences in the Balkans
Chairman - J. Van Vleck, Jr. | B.F. Reiner, G.H. Gardner,
S. Boljanich, J.A. Moore |
| 11/1 - Our British Ally
Chairman - R.C. Singleton | M. Kaufman, P.B. Edwards
F.P. Kelly |
| 11/2 - Our Peace Offer to Germany
Chairman - H.S. Jacoby | M. Laub, R. Panasewicz
H.F. Ericsson |
| 11/3 - Our Soviet Ally
Chairman - D.R. Hunter | S.J. Rodman |
| 11/5 - The U.S.P.H.S. and Rehabilitation
Chairman - S.J. Rodman | Major M. Kamp, Capt. V.P.
Crockett, Capt. F.T. Griffin |
| 11/6 - Recent Agricultural Developments
Chairman - W.E. Johns | C.M. Bishop, H.D. Smith,
F.I. Elliott, F.L. Woodard
(F.D.R. 32 |
| 11/7 - Election Day - Registration and Balloting - | (Dewey 15
(Thomas 3 |
| 11/8 - The Rock of Gibraltar - All Out on Deck | |
| 11/9 - Our War Relocation Camps
Chairman - W. Cantor | W.E. Enrick, R.J. Sanderson
H.S. Jacoby |
| 11/10 - Our Merchant Marine, Its Post War
Future Chairman - H. Keiles | Captain A.K. Natland |
| 11/11 - My Experiences in a Nazi Internment Camp
Chairman - E.P. Grice | R.C. Singleton |
| 11/12 - Red Cross Military Welfare Service
Chairman - L.E. Chrisman | J.H. Foraker, F. Miller,
H. Warren, E. McCallister |
| 11/13 - My Experiences in South America
Chairman - R.W. Lemmer | L.E. Chrisman |
| 11/14 - Astronomy and Navigation
Chairman - Capt. V.P. Crockett | Captain A.K. Natland |
| 11/15 - Palestine, The Holy Land
Chairman - S.J. Rodman | M. Laub |
| 11/16 - Egypt and the Egyptians | S.J. Rodman |
| 11/17 - Banquet - A Three Act Extravaganza (- "Sam Parker Rides Again", or
Lt. Mort Lichtenstein, Producer ("The Skipper Said '30 days'". | |
| OPEN FORUM COMMITTEE: | H.F. Ericsson, J.H. Foraker, Lt. G.W. Jordan,
Major M. Kamp, M. Kaufman, Lt. M.M. Wiener
S.J. Rodman, Chairman |

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

8, SHARIA DAR EL-SHIFA - GARDEN CITY - CAIRO

TELEGRAPHIC ADDRESS
UNRRA-CAIROTELEPHONES:
47816-41317*See by H.G.**File 9*

November 1, 1944

TO : Harry Greenstein
FROM : C.K. Linney *ckl.*
RE : Delay in Delivery of Letter Attached

1. At your request I made some investigation in the delay of delivery of letter from Alan Hall dated October 9 and received in your office 1900 hours 31 October, 1944.
2. It appears that all incoming mail from UNRRA CMF is received in Sir William's office.
3. This letter probably arrived in Cairo about 14-15 October.
4. As Sir William had left Cairo by that time, it remained in his office for some considerable time.
5. I discussed with Col. Langman this morning the general slowness of delivery from Registry and he made two points which are relevant but which you may feel are not sufficient to justify a delay of this nature:
 - a. Washington has repeatedly refused to allow UNRRA Cairo to employ English or American clerks in the Registry and therefore the Registry has had to rely on local employees many of whom do not speak the language.
 - b. The local messenger services are also to some extent suspect and certainly a cause of delay.
6. In the light of my general complaint to him this morning he is doing what he can under as he says "very difficult circumstances."

9

October 30, 1944

TO : Harry Greenstein
FROM : C.K. Linney
RE : Cables - Responsibility for.

1. On Saturday morning Col. Langman rang up asking for information concerning the mobilized Voluntary Society teams.

2. I asked him why he required this information as I suspected that he was intending to send the information to AFHQ.

3. He informed me that he regarded it as his responsibility to send cables to Army Headquarters and is pointed out that we had in the past always worked through the Chief Liaison Officer, Major Harris.

4. It seems to me that we must get the right channel of communications established and with it the distribution of any information we may originate in connection with the Voluntary Society Units.

5. My recommendation would be that as we have all available information coming into this office, we should still originate cables with copies to the Chief Liaison Officer For Action, through the military channels, the Director of Administrative Services, For Information, the acting Chief of the Country Missions still in Cairo, For Information. I hope this procedure can be agreed by all and adopted as soon as possible. Unless this is done I am very much free there is likely to be considerable confusion caused by different people sending information without close consultation.

62/5 file

Agoussa, 16 October 1944

FROM : Director of Welfare Division

TO : Central Registry

RE : Loan of Files to Welfare Division

1. In order to compile a summary of matter concerning the Voluntary Societies, certain information is required from Central Registry.
2. Mr. C.K. Linney has been authorised to collect this information for this Division.
3. May he borrow the following files against receipt for three days?

No. 50/71 Sir William Matthews speech to Voluntary Society on their place in the UNRRA/AML place.

No. 50/88 Agreement with Jewish Relief ^{Committee} ~~connection~~.

No. 50/4 AML/UNRRA Agreements

No. 51/40 Conditions of Service Voluntary Society

No. 52/50 Various draft documents on Voluntary Society.

No. 52/200 Correspondence
Rosemon - Rohabaugh
Voluntary Societies.

October 11, 1944

TO: Sir William Matthews
Mr. Cyril Pickard
Mr. M. Barratt-Brown
Col. E. F. M. Maxwell
Mr. E. M. H. Lloyd
Mr. Laird Archer
Mr. David Schwartz
Mr. Thomas Hall
Major Fittro
Mr. Louis P. Birk
Mr. Leo Gerstenzang
Mr. Alvin Roseman
Mr. L. D. Kelsey
Lt. Col. Brown
Mr. Harry Greenstein ✓
Mr. Clarence M. Thrupp
Col. A. Ross

FROM: Neville Miller

Attached please find copies of correspondence issued by the Bureau of Requirements and Supply, which should be of interest to you.

These documents should be treated as secret.

Drill

62/5

September 29, 1944

TO : Selene Gifford
FROM : Harry Greenstein
RE : Attention Following Items

1). Letter of September 23 from Barratt-Brown asking for reply to questions raised by Lady Iris Capell of Colonel Macgwire regarding use of personnel and vehicles.

2) Draft reply for Sir William Matthews to letter dated September 18th from Lady Jaquelin Killern of Capetown.

3). Letter from Philip Sanford regarding availability of further personnel for medical stores and transport units.

62/5
September 28, 1944

TO : Selene Gifford
FROM : Harry Greenstein
RE : Matters to be Followed Up

1). Get in touch with Mr. Beck of the Camps Division and draw up with him an administrative order covering travel of personnel to camps. This should include the following provisions:

- a. All travel to camps shall require the approval of the Camps Division.
- b. The Camps Division will not approve any travel to camps involving UNRRA financial commitments unless such commitments have been approved by the Division to which the person concerned has been assigned. This includes members of Voluntary Societies who visit camps.

2). Make necessary arrangements through Colonel Langman for the issuing of camp kits and equipments to Voluntary Society workers from America and Allied countries. See attached letter.

3). Advise Camp Commandant for approval of Catherine Hammett to visit Cairo.

4). Discuss with Camps Division desirability of subsidizing cinema for Tolumbat Camp.

5). For disposition of British Council Center see attached letter from C.G. Bidwell.

ENC: Letter from C.G. Bidwell.

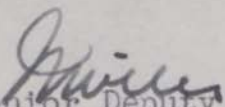
62/5

September 6, 1944

TO: Mr. Harry Greenstein
FROM: Neville Miller

I have read with interest your plans for the three Missions and also your Monthly Report.

Allow me to congratulate you and your staff upon the splendid job which you are doing.


Senior Deputy Chief

NM/mv

June 9, 1944.

OFFICE MEMORANDUM. Cairo Office.

SUBJECT: Preparation and Despatch of Official UNRRA
Correspondence to Washington Headquarters and
London Regional Office.

1. All letters to UNRRA's Washington and London Office will bear a symbol and serial number. The symbol will be typed by the typist immediately under the date. The symbol for letters to Washington is CAWA and for letters to London CALO. The Serial Number will be inserted by the Registry in the space following the symbol.

2. Envelopes for correspondence to Washington should be addressed as follows:-

United Nations Relief and Rehabilitation Administration
1344 Connecticut Avenue,
Washington 25, D.C.

Envelopes to the U.N.R.R.A. London Office should be addressed as follows:-

United Nations Relief and Rehabilitation Administration,
1/11 Hay Hill,
Berkeley Square,
London S.W. 1.

In each case the return address should be:

United Nations Relief and Rehabilitation Administration,
8 Sharia Dar el Shifa, Garden City, Cairo.

3. All correspondence for Washington and London must be in the Registry by noon each day if it is desired that the correspondence in question be included in that day's diplomatic bag.

UNITED NATIONS RELIEF AND REHABILITATION
ADMINISTRATION.

June 9, 1944.

TO : Staff.
FROM : Alvin Roseman,
Deputy Chief of Mission.
SUBJECT : Use of G.H.Q. Telephone Facilities.

Please carefully note the following order
received from G.H.Q., W.E.F., and be guided accordingly:-

" The use of G.H.Q. telephone facilities
for the purpose of making private telephone
calls severely handicaps the work of the
operators, in that urgent military telephone
calls are thereby delayed. In the future, no
private calls will be accepted during the follow-
ing hours: 8:15 a.m. to 1:15 p.m. and 5:00 p.m.
to 8:00 p.m.

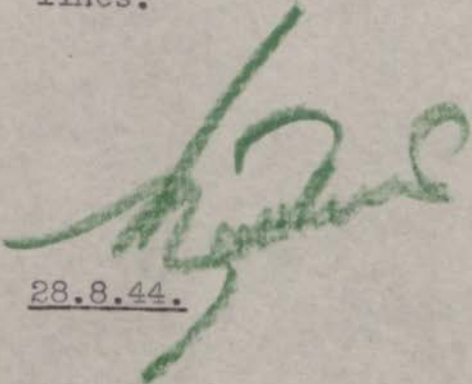
" The operators have received instructions
to challenge every call made which they suspect
to be of a private nature."

TO: Mr. Greenstein

Free School

FROM: Sir William Matthews

1. The meeting referred to on pages 1 and 2 explains the importance of getting back to Washington the memorandum explaining the needs as we see them here and the way the voluntary society and other field units fit into the military and our own plan of operation.
2. Oh dear! another UNRRA military agreement!
3. Personnel Division should know of the progress in filling lines.


28.8.44.