

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

BALKAN MISSION

Series: Administrative
Subject: Central Registry Procedure

No. A12
Date: 2 August, 1944.

The purpose of the Central Registry will be to centralize the receipt, classification, circulation, despatch and custody when not in current use, of all correspondence, under the control of a competent staff. It will also ensure the uniform consideration of affairs affecting more than one division and will help to achieve a smoothly running inter-communication between Divisions, with the minimum expenditure of time. With this end in view the cooperation of all Divisions is sought.

In the past, documents have strayed from one office to another without any check having been kept upon them. Frequently documents have been mislaid, preventing the compilation under one cover of a complete history of a particular subject. Security has been jeopardized and reference has not been facilitated.

1. The Central Registry system introduced some time ago will, therefore, be extended to all Divisions, effective August, 1944. All official correspondence will pass through the Central Registry. Any Official receiving a letter personally which should be on a file, will forward it to the Central Registry.

2. Files not under action at present held in various divisions will be sent to the Central Registry immediately.

3. The responsibility for opening a new file will rest with the Division concerned which will, however, consult with the Official in charge of the Central Registry in order to effect co-ordination and prevent unnecessary duplication. The selection of an accurate title for a file is of great importance.

4. Divisions will furnish the Official in Charge of the Central Registry Room 012 (basement) with their list of File, Headings by Monday 7th August, 1944.

Incoming Mail

5. Mail will be received at the Central Registry and will be opened by the Official in charge who will decide in which file it will be entered and to which official it will be passed for action. After processing by the Registry (indexing, etc.,) it will be filed above the pink "Action Card" contained in every file. All documents below the "Action Card" have had action taken on them; all documents above the "Action Card" require that action be taken.

6. The transit clerk will enter upon a transit card and on the file cover the name of the "Action" official and the date. He will despatch the file to the "Action" official.

7. The "Action" official or his deputy will sign for receipt of the file in a register carried by the messenger.

8. When the "action" official receives the file he will have a complete history of the case before him. He will thus be able to take any action he considers necessary.

9. The "Action" official will initial the letter to signify that he has seen it. He will not write anything else on the letter. Any remarks or instructions to his secretary or any other person as to action to be taken on the letter will be written on the minute sheet regularly attached.

10. If the "Action" official decides that the file is to be sent to another official, that official's name will be written on the file cover in the place provided and the file will be put in the "Out-Tray". The messenger will return the file to the Registry Transit Clerk who will record the name of the next official on a Registry Transit Card and will despatch the file accordingly.

11. Circulation slips will no longer be used for files

12. All officials to whom a file is passed for information will initial the document in question.

13. Files will be kept in the Central Registry when not in action.

14. If an official requires a file again at some later date, he will mark the file cover with the necessary details. The Central Registry will arrange by means of "Bring Forward" diaries to have the file brought forward as required.

15. Under no circumstances whatsoever will an official other than the official in charge of the Central Registry remove any attachments from the files.

16. When correspondence for despatch has been signed, it will be sent together with one copy and an addressed envelope to the Central Registry.

17. The Central Registry will check whether the correspondence bears the correct reference number and will be responsible for its despatch.

18. Outgoing correspondence will be cleared at regular intervals in order to prevent accumulation.

Secret

19. Secret correspondence will be filed in the Secret Registry. A dummy containing the subject and a brief summary will be placed on the relevant file in the Central Registry.

Alvin Roseman
Deputy Chief of Mission
for Finance and Administration

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

BALKAN MISSION

Series: Administrative
Subject: Cables Despatch and Distribution
Procedure

No. A 7
Date: 2 August, 1944.

Methods of Cable Despatch

- a) Marconi (Fastest)
- b) Through British Embassy (Cypher)
- c) Through American Legation

N.B. Airgram (American) Saving Telegram (English) can be sent through the American Legation and British Embassy respectively. They are the slowest and cheapest form of fast despatch.

In order to maintain cable costs at the lowest level possible, cables should only be sent when all other means of communication are impracticable. The following procedure will enable cable-room staff to cope with its work effectively.

Incoming Cables.

1. All incoming cables, whether from the British Embassy or the American Legation, or G.H.Q. will go to the cable-room.
2. The Officer in charge of the cable-room will decide to which officer it should be passed for "Action".
3. Copies of the cable will be typed with a distribution list at the bottom. The distribution list will be headed with the word "File."
4. The word "ACTION" will be typed against the name of the official responsible for taking action. The copies will be distributed by the Registry.
5. Copies of incoming cables will be sent by the cable-room staff in sealed envelopes, to the Chiefs and Deputy Chiefs of Mission and to the heads of Divisions affected by the contents of the cable, by the Registry.
6. The original cable received will be stamped "ACTION" and sent to the Central Registry for appropriate filing. The Central Registry will despatch the file to the "Action Official" in order to enable him to have a complete history of the case before him. Action on the cable having been completed the file will be returned to the Central Registry.
7. If the "Action Official" wishes any Official other than those on the Distribution list to have a copy of the cable, he will phone the cable-room accordingly.
8. Recipients of cable-copies will keep a cable-file for reference for a period of one month. They will then destroy the cables for that month.
9. Recipients of cable copies will not put their cable-copies in out-trays for despatch to Registry.

10. Recipients of cable-copies will never permit cable-copies to leave their office whether on a circulation slip or otherwise.

11. A copy of incoming cables will be circulated in a circulating file by the Registry to Heads of Divisions not in receipt of cable-copies who will initial the copy and hand the file to the messenger. When returned to the cable-room it will be destroyed.

Secret cables

12. The original of a secret cable will be filed in a secret file in the Secret Registry. A dummy containing the subject and a brief summary will be placed on the relevant file in the Secret Registry.

13. A copy of the secret cable will go to the Chief of Mission who will take action or delegate action to another official.

14. Dummy copies of secret cables will be distributed to Chiefs and Deputy Chiefs of Mission and to the Heads of Divisions affected by the contents of the cable.

Personnel

15. The original of cables dealing with Personnel will be filed in the relevant file of the Personnel Division and not in the Central Registry.

Outgoing Cables

16. An official wishing to send a cable will draft it on the relevant file sent from the Central Registry. If necessary he will ask the Registry to open a new file.

17. The file will be sent through the Central Registry to the Deputy Chief of Mission for Finance and Administration for approval of draft.

18. The file will then be returned through the Central Registry to the cable-room.

19. The cable-room staff will type the cable on the appropriate form and submit it to the Deputy Chief of Mission for Finance and Administration for signature.

20. The cable-room staff will despatch the cable.

21. The cable-room staff will type copies of outgoing cables and distribute them in sealed envelopes through the Central Registry to the Chiefs and Deputy Chiefs of Mission and to the Heads of Divisions affected by the contents of the cable.

22. Recipients of copies of outgoing cables will keep a cable file for reference for a period of one month. They will then destroy the cables for that month.

23. A copy of outgoing cables will be circulated in a circulating file through the Registry to Heads of Divisions not in receipt of cable copies. When returned to the cable-room it will be destroyed.

ALVIN ROSEMAN
Deputy Chief of Mission
for Finance and Administration.

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

BALKAN MISSION

Series:	Administrative	No. A. 14
Subject:	Communications with Washington and London.	Date: 5 August, 1944

1. In accordance with Administrative Order No. 1, Section 5A, paragraph 4, all official communications with Washington and London will channel through the Chief of Mission who will make such comments as he deems appropriate.
2. Chiefs of Country Missions, Deputy Chiefs of Mission and Heads of Divisions will, therefore, send their outgoing communications to London and Washington to the office of the Chief of Mission from where they will be forwarded to the Registry for despatch. Until further notice this will not apply to cables which will follow the procedure laid down in Administrative Memorandum No. A.7a. 2nd August 1944, Subject "Cables Despatch and Distribution Procedure."
3. Incoming Mail from Washington and London will be forwarded by the Registry to the office of the Chief of Mission, who will return it, with comments if any, to the Registry for distribution to the officials concerned.

ALVIN ROSEMAN
Deputy Chief of Mission
for Finance and Administration.

CAR

FOR: Mr. Wells Gaynor, O.W.I.
FROM: Margaret Gilruth, Public Relations Division.
SUBJECT: Balkan relief training.

From the big UNRRA training centre at Maryland, ten graduates have just arrived in Cairo to do intensive "in the field" toughening training before being assigned to Greece, Yugoslavia or Albania.

By August 1, it is expected another 30 will have landed at a Middle East airport, from an Italian disembarkation port where they left the transport that brought them from the States. And by September 1, UNRRA's Balkan Mission anticipates another 115 workers to arrive.

UNRRA's policy is to plan and re-plan, to be flexible and ready to improvise. So although the blue-print for training was etched at the beginning of the year, it is constantly being revised and reformed. The two principles inevitably under discussion are the standards of training, and the methods of training. To discuss these cornerstones, conferences are being held in Cairo week after week, attended by representatives of the Allied Military Mission, by representatives of the medical profession, by UNRRA's welfare experts, personnel chiefs, Greece Mission delegates, and by the representatives of the various voluntary societies involved. To take part in these discussions, Lady Falmouth of the British Red Cross, has just arrived by air from London. Mr. Harry Greenstein, Director of Welfare for the Balkan Mission, discussed some of the points under the searchlights here in Cairo with Lady Falmouth in London when he flew there on his way to the Middle East from the States a few weeks ago. Immediately upon his arrival to take over his new office in the Balkan Mission, Mr. Lewis H. Rohrbaugh, UNRRA Director of Personnel, attended one of these training conferences to contribute the latest views held in Washington.

So, while the newcomers to the Balkan Mission are on their way from the States, and the older hands are already in the refugee camps living under canvas and working with Balkan people, ways and means are being outlined to make them more efficient, tough and resilient people.

For instance; it has been suggested that all drivers, regardless of their present stage of efficiency, are in need of additional training, with special emphasis laid on the maintenance and care of vehicles as replacements would not be forthcoming. It is said that AML and UNRRA would accept a standard of driving lower than the army standard - only if the time factor made this unavoidable. Every member of every type of Unit is to be taught to handle a vehicle. At the moment, it seems that all volunteer relief personnel are to be tested; then graded according to individual achievements; then to be sent for a post-graduate course of instruction in first-line maintenance of vehicles.

In the future, therefore, there will be "driver-cooks", and "driver-disinfestors", and "driver-technicians", and "driver-bacteriologists", as well as the more highly trained "driver-mechanics".

Already about 30 have been trained at the School of Military Engineering - a fortnight's course to equip UNRRA personnel for enlistment in the Water Purification Units which will play a star part should the enemy - or disease - pollute the water system throughout the Balkans. UNRRA experts know that there are deep

wells in Greece, for which the Filtration plants, suitable for shallow streams, are not practicable. Therefore units operating in Greece will, in bulk, use mobile jack pumps that seek out the good water from appreciable depths.

In the field relief units, the importance of training the OC of each unit in man management, under the army wing, has been stressed - that is, they will be lectured in general camp administration, road discipline, map reading and the choice of bivouac areas, and a reasonable knowledge of army procedure. The quartermaster of these units has to have a term attached to an army expert with training including stores protection, waste prevention, accounting and distribution - also, if time is no object, a unit quartermaster should be attached to an Ordnance Depot.

In welfare units, the welfare officer should be able to give physical training classes and organize games - as well as being attached to the MO's of camps to gain some practical knowledge of first-aid.

In the health units, it has been agreed that each MO must undergo a medical officer's course at the Middle East School of Hygiene - and subsequently they will be given courses in tropical hygiene and sanitation, and on sanitary conditions in the Balkans. In the big UNRRA refugee camps, trained nurses from the States are making refugee girls into nursing aides with lectures and practical work in the hospitals - eventually these trainees will go back into the Balkans equipped to help their less happy compatriots in a much more significant fashion, thanks to their nursing courses in UNRRA camp hospitals.

The UNRRA units, destined for the Balkans, range from water purification to field bacteriological to welfare to anti-typhus to first-aid to midwifery and child welfare.

And it has been agreed by the experts here in Cairo that at least one member of each field relief unit should be trained in clerical work, fire fighting and passive air defense.

Balkan Mission

TRANSIENT CENTRES STAFF IN THE
BALKAN MISSION

The following factors affect the determination of policy in respect of the formation of the Transient Centres Division and the appointment of its staff:

1. (a) AML's policy as to the establishment of refugee centres:
(b) AML's division of relief responsibilities:
(c) UNRRA's responsibilities as agents of AML in the military period;
(d) UNRRA's longer term responsibilities in relation to the Governments of the territories.

2. AML's policy as to the establishment of refugee centres has changed emphasis. The fundamental principle to which AML is planning is that the establishment and control of refugee camps must be the responsibility of the sovereign government or whatever local authority is in control. The sole exception is in the case of a minority or alien group for which no other help except that which AML or UNRRA can provide is available.

3. AML will advise the local authorities concerned to establish refugee centres only as a last resort and then as a purely temporary measure for those awaiting return home or re-absorption into the national economy. AML assistance and UNRRA's assistance during the military phase is planned on the limited basis of technical advice and assistance in starting camp projects.

4. The AML relief organisation is under one Brigadier for relief and supplies, with three sub-divisions: supplies, medical and relief.

The Chief Relief Officer has responsibility for all non-medical relief operations, i.e. assistance in feeding, clothing, registering and controlling movements of refugees, etc.

5. During the military phase, so long as UNRRA is acting as an agent of the military, UNRRA, even if it would wish, cannot undertake any fuller responsibility for refugee camp operations.

It is strongly urged that UNRRA after the military phase should assume no more than the limited commitment by AML since all evidence that has been made available to us from experience in Italy and Middle East suggest the fundamental dangers of setting up and assuming responsibility for permanent or semi-permanent refugee camps.

6. In these circumstances, the Transient Centres Division is visualized as an advisory rather than an executive staff. On the Mission level, its functions would be to advise the Governments concerned on the basic organization of refugee camps, and the principles to be followed in moving and resettling refugee populations within the country. On the District level, it would provide advice to the local Government.

It is, of course, envisaged that certain district staff and field teams might be attached to assist in refugee camps under the control of national authorities. The district staff would presumably act in their functional capacity, while the voluntary society personnel would be organized on a unit basis with their own leaders.

Camp Operations Division already has staff with valuable experience and adequate capacity to fill positions on the District or Mission level. It is therefore suggested that any personnel appointed to the Transient Centres Division from Washington should at this stage be absorbed into Camp Operations Division and assigned to Middle East camps. When the occasion arises, the necessary staff may then be detached from Camp Operations Division and would be chosen in the light of experience of their work in that Division. Meanwhile the Camp Operations Division should undertake the planning work, which will,

of course, be on comparatively small scale, on behalf of the Transient Centres Division of the Balkan Mission.

It is understood that certain personnel have been appointed from Washington for Transient Centres work. It is suggested that these should proceed at once to take up posts in the Camp Operations Division.

The whole position of UNRRA camp staff and necessary reinforcements to relieve military personnel is being examined currently. As soon as this examination is complete, a suggested programme for recruitment to meet present needs and the needs for the Transient Centres Division of the Balkan Mission will be sent to Washington.

CSP:gmw
2.8.44

Balkan
mission

APP VII

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

Relief and Rehabilitation Services

MERRA Camps

Budget for Personal Services

Calendar Year 1944

1 July 1944

Operational Medical Personnel

Control Budget				Current Authorized Budget	Incumbent
Position No.	Title of Position	Grade	Salary		
1	Surgeon	13	\$ 7,000	\$ 7,000	
2	Surgeon	13	7,000	7,000	
3	Internist	13	7,000	7,000	
4	Obstetrician	12	6,000	6,000	
5	Obstetrician	12	6,000	6,000	
6	Medical Officer	12	6,000	6,000	
7	Medical Officer	12	6,000	6,000	
8	Medical Officer	12	6,000	6,000	
9	Medical Officer	12	6,000	6,000	
10	Medical Officer	12	6,000	6,000	
11	Medical Officer	12	6,000	6,000	
12	Medical Officer	11	5,000	5,000	
13	Medical Officer	11	5,000	5,000	
14	Medical Officer	11	5,000	5,000	
15	Medical Officer	11	5,000	5,000	
16	Medical Officer	11	5,000	5,000	
17	Medical Officer	11	5,000	5,000	
18	Medical Officer	10	4,500	4,500	
19	Medical Officer	10	4,500	4,500	
20	Medical Officer	10	4,500	4,500	
21	Medical Officer	10	4,500	4,500	
22	Medical Officer	10	4,500	4,500	
23	Medical Officer	10	4,500	4,500	
24	Sanitary Engineer	8	3,600	3,600	
25	Sanitary Engineer	8	3,600	3,600	
26	Sanitary Engineer	8	3,600	3,600	
27	Sanitary Engineer	8	3,600	3,600	
28	Sanitary Engineer	8	3,600	3,600	
29	Sanitary Engineer	8	3,600	3,600	
30	Sanitary Engineer	8	3,600	3,600	
31	Sanitary Engineer	8	3,600	3,600	
32	Sanitary Engineer	8	3,600	3,600	
33	Sanitary Engineer	8	3,600	3,600	
34	Medical Supply Officer	7	3,200	3,200	
35	Medical Supply Officer	7	3,200	3,200	
36	Medical Supply Officer	7	3,200	3,200	
37	P.H. Nurse Superv.	6	2,800	2,800	
38	P.H. Nurse Superv.	6	2,800	2,800	
39	P.H. Nurse Superv.	6	2,800	2,800	
40	P.H. Nurse Superv.	6	2,800	2,800	
41	P.H. Nurse Superv.	6	2,800	2,800	
42	P.H. Nurse Superv.	6	2,800	2,800	
43	P.H. Nurse Superv.	6	2,800	2,800	
44	P.H. Nurse Superv.	6	2,800	2,800	
45	P.H. Nurse Superv.	6	2,800	2,800	
46	P.H. Nurse Superv.	6	2,800	2,800	

Operational Medical Personnel (Cont'd)

		<u>Control Budget</u>		<u>Current Authorized Budget</u>	
<u>Position</u>					
<u>No.</u>	<u>Title of Position</u>	<u>Grade</u>	<u>Salary</u>		<u>Incumbent</u>
47	P.H. Nurse Superv.	6	\$ 2,800	\$ 2,800	
48	P.H. Staff Nurse	5	2,400	2,400	
49	P.H. Staff Nurse	5	2,400	2,400	
50	P.H. Staff Nurse	5	2,400	2,400	
51	P.H. Staff Nurse	5	2,400	2,400	
52	P.H. Staff Nurse	5	2,400	2,400	
53	P.H. Staff Nurse	5	2,400	2,400	
54	P.H. Staff Nurse	5	2,400	2,400	
55	P.H. Staff Nurse	5	2,400	2,400	
56	P.H. Staff Nurse	5	2,400	2,400	
57	P.H. Staff Nurse	5	2,400	2,400	
58	P.H. Staff Nurse	5	2,400	2,400	
59	P.H. Staff Nurse	5	2,400	2,400	
60	P.H. Staff Nurse	5	2,400	2,400	
61	P.H. Staff Nurse	5	2,400	2,400	
62	P.H. Staff Nurse	5	2,400	2,400	
63	P.H. Staff Nurse	5	2,400	2,400	
64	P.H. Staff Nurse	5	2,400	2,400	
65	P.H. Staff Nurse	5	2,400	2,400	
66	P.H. Staff Nurse	5	2,400	2,400	
67	P.H. Staff Nurse	5	2,400	2,400	
68	P.H. Staff Nurse	5	2,400	2,400	
69	P.H. Staff Nurse	5	2,400	2,400	
70	P.H. Staff Nurse	5	2,400	2,400	
71	P.H. Staff Nurse	5	2,400	2,400	
72	P.H. Staff Nurse	5	2,400	2,400	
73	Hospital Nurse Supervisor				
		5	2,400	2,400	
74	Hospital Nurse Supv.	5	2,400	2,400	
75	Hospital Nurse Supv.	5	2,400	2,400	
76	Hospital Nurse Supv.	5	2,400	2,400	
77	Hospital Nurse Supv.	5	2,400	2,400	
78	Hospital Nurse Supv.	5	2,400	2,400	
79	Hospital Nurse Supv.	5	2,400	2,400	
80	Hospital Nurse Supv.	5	2,400	2,400	
81	Operating Room Nurse	5	2,400	2,400	
82	Operating Room Nurse	5	2,400	2,400	
83	Operating Room Nurse	5	2,400	2,400	
84	Staff Graduate Nurse	3	2,000	2,000	
85	Staff Graduate Nurse	3	2,000	2,000	
86	Staff Graduate Nurse	3	2,000	2,000	
87	Staff Graduate Nurse	3	2,000	2,000	
88	Staff Graduate Nurse	3	2,000	2,000	
89	Staff Graduate Nurse	3	2,000	2,000	
90	Staff Graduate Nurse	3	2,000	2,000	
91	Staff Graduate Nurse	3	2,000	2,000	
92	Staff Graduate Nurse	3	2,000	2,000	
93	Staff Graduate Nurse	3	2,000	2,000	
94	Staff Graduate Nurse	3	2,000	2,000	
95	Staff Graduate Nurse	3	2,000	2,000	
96	Staff Graduate Nurse	3	2,000	2,000	
97	Staff Graduate Nurse	3	2,000	2,000	
98	Staff Graduate Nurse	3	2,000	2,000	
99	Staff Graduate Nurse	3	2,000	2,000	
100	Staff Graduate Nurse	3	2,000	2,000	
101	Staff Graduate Nurse	3	2,000	2,000	
102	Staff Graduate Nurse	3	2,000	2,000	
103	Staff Graduate Nurse	3	2,000	2,000	

Operational Medical Personnel (Cont'd)

<u>Control Budget</u>				<u>Current Authorized Budget</u>
<u>Position No.</u>	<u>Title of Position</u>	<u>Grade</u>	<u>Salary</u>	<u>Incumbent</u>
104	Staff Graduate Nurse	3	2,000	2,000
105	Staff Graduate Nurse	3	2,000	2,000
106	Staff Graduate Nurse	3	2,000	2,000
107	Staff Graduate Nurse	3	2,000	2,000
108	Laboratory Technician	3	2,000	2,000
109	Laboratory Technician	3	2,000	2,000
110	Laboratory Technician	3	2,000	2,000
111	Laboratory Technician	3	2,000	2,000
112	Laboratory Technician	3	2,000	2,000
113	Laboratory Technician	3	2,000	2,000
113 Total				\$348,800 \$348,800

Operational Activities Officer Personnel

<u>Control Budget</u>				<u>Current Authorized Budget</u>
<u>Position No.</u>	<u>Title of Position</u>	<u>Grade</u>	<u>Salary</u>	<u>Incumbent</u>
114	Camp Activities Officer	9	\$ 4,000	\$ 4,000
115	Camp Activities Officer	9	4,000	4,000
116	Camp Activities Officer	9	4,000	4,000
117	Camp Activities Officer	9	4,000	4,000
118	Camp Activities Officer	9	4,000	4,000
119	Camp Activities Officer	9	4,000	4,000
120	Camp Activities Officer	9	4,000	4,000
121	Camp Activities Officer	9	4,000	4,000
122	Camp Activities Officer	9	4,000	4,000
123	Camp Activities Officer	9	4,000	4,000
124	Camp Activities Officer	9	4,000	4,000
125	Camp Activities Officer	9	4,000	4,000
126	Camp Activities Officer	9	4,000	4,000
127	Camp Activities Officer	9	4,000	4,000
128	Camp Activities Officer	9	4,000	4,000
129	Camp Activities Officer	9	4,000	4,000
16	Total		\$ 64,000	\$ 64,000

Summary Total

Operational Medical Personnel	113	Positions @ \$348,800
Operational Activities Offr. Personnel	16	Positions @ \$ 64,000
Total	129	Positions @ \$412,800

Duman App V
Balkan mission

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

Status of Control Budget, Current Authorized Budget and
Distribution of Personnel - Balkan Missions

Revised Budget for Personal Services - May 20, 1944

Page	Organizational Unit	Distribution of Positions	Control Budget	Current Authorized Budget
2-18	<u>Bureau of Areas</u>			
2-4	Office of Chief of Mission	33	\$ 205,500	\$ 205,500
5-6	District Office Staff	24	132,000	132,000
7-9	Stenographic Staff - Headquarters	35	86,800	86,800
10	Stenographic Staff - Districts	12	28,800	28,800
11-18	Distribution and Transportation			
11-12	Headquarters	19	108,000	108,000
13-18	Districts	99	409,000	409,000
	Total	222	970,100	970,100
19-21	Bureau of Finance and Administration	21	99,800	99,800
22-23	Bureau of Requirements Coordination and Supply	16	90,000	90,000
24-25	Food and Agricultural Rehabilitation Division	26	126,500	126,500
26-27	Displaced Persons Division	17	88,000	88,000
28-32	Welfare Division	68	316,500	316,500
34	Industrial Rehabilitation Division	18	91,000	91,000
36-39	Health Division	57	270,400	270,400
35	Transient Centers Division	5	26,000	26,000
	Total - Balkan Missions	450	\$2,078,300	\$2,078,300

Notes:

1. Suggested distribution is for the purpose of recruitment and budget control only.
2. Old position numbers refer to position numbers used in previous Balkan Missions Budgets.

Balkan Missions
Budget for Personal Services
(Permanent Positions)
Calendar Year 1944

Bureau of Areas

Control Budget				Current Authorized Budget
Pos. No.	Old	New	Title of Position	Incumbent
			Office of Chief of Mission	
	1	1	Chief of Mission (Balkans)	\$ 9,500
	13	2	Chief of Mission (Greece)	9,000
	202	3	Chief of Mission (Yugoslavia)	9,000
	376	4	Chief of Mission (Albania)	8,000
	New	5	Sr. Dep. Chief of Mission	9,000
	14	6	Sr. Dep. Chief of Mission	8,000
	203	7	Sr. Dep. Chief of Mission	8,000
			<u>Suggested Distribution</u>	
		1	Balkans	
		1	Greece	
		1	Yugoslavia	
	377	8	Dep. Chief of Mission (Albania)	7,000
	3	9	Spec. Asst. Chief of Mission	6,000
	17	10	Spec. Asst. Chief of Mission	6,000

Bureau of Areas (Continued)

		Control Budget		Current Authorized Budget		Incumbent
Pos.	No.	Title of Position	Grade	Salary		
Old	New					
206	11	Spec. Asst. Chief of Mission	12	6,000	6,000	
		<u>Suggested Distribution</u>				
		1 Balkans				
		1 Greece				
		1 Yugoslavia				
378	12	Spec. Asst. to Chief of Mission (Albania)	11	5,000	5,000	
2	13	Legal Adviser	12	6,000	6,000	
16	14	Legal Adviser	12	6,000	6,000	
205	15	Legal Adviser	12	6,000	6,000	
		<u>Suggested Distribution</u>				
		1 Balkans				
		1 Greece				
		1 Yugoslavia				
Office of the Chief of Mission (Continued)						
379	16	Legal Adviser (Albania)	11	5,000	5,000	
New	17	Financial Adviser	13	7,000	7,000	
15	18	Financial Adviser	13	7,000	7,000	
204	19	Financial Adviser	13	7,000	7,000	
		<u>Suggested Distribution</u>				
		1 Balkans				
		1 Greece				
		1 Yugoslavia				
New	20	Financial Analyst	12	6,000	6,000	
18	21	Financial Analyst	12	6,000	6,000	
207	22	Financial Analyst	12	6,000	6,000	
		<u>Suggested Distribution</u>				
		1 Balkans				
		1 Greece				
		1 Yugoslavia				
New	23	Intelligence Officer	11	5,000	5,000	
19	24	Intelligence Officer	11	5,000	5,000	
208	25	Intelligence Officer	11	5,000	5,000	
		<u>Suggested Distribution</u>				
		1 Balkans				
		1 Greece				
		1 Yugoslavia				
New	26	Asst. Intelligence Officer	9	4,000	4,000	
20	27	Asst. Intelligence Officer	9	4,000	4,000	
209	28	Asst. Intelligence Officer	9	4,000	4,000	
		<u>Suggested Distribution</u>				
		1 Balkans				
		1 Greece				
		1 Yugoslavia				
189	29	Public Relations Officer	11	5,000	5,000	
190	30	Public Relations Officer	11	5,000	5,000	
365	31	Public Relations Officer	11	5,000	5,000	
		<u>Suggested Distribution</u>				
		1 Balkans				
		1 Greece				
		1 Yugoslavia				
7	31a	Director Camp Adm. (Middle E.)	12	6,000	6,000	
8	31b	Dep. Dir. Camp Adm. (Middle E.)	11	5,000	5,000	
33 Total, Office of Chief of Mission				\$205,500	\$205,500	
<u>District Offices Staff</u>						
9*	32	District Director	12	6,000	6,000	
94	33	District Director	12	6,000	6,000	
95	34	District Director	12	6,000	6,000	
96	35	District Director	12	6,000	6,000	
97	36	District Director	12	6,000	6,000	

Bureau of Areas (Continued)

		Control Budget		Current Authorized Budget	
Pos. No.		Title of Position	Grade	Salary	Incumbent
Old	New	District Offices Staff (Continued)			
98	37	District Director	12	6,000	6,000
275	38	District Director	12	6,000	6,000
276	39	District Director	12	6,000	6,000
277	40	District Director	12	6,000	6,000
278	41	District Director	12	6,000	6,000
279	42	District Director	12	6,000	6,000
280	43	District Director	12	6,000	6,000
<u>Suggested Distribution</u>					
6 Greece					
6 Yugoslavia					
99	44	Deputy District Director	11	5,000	5,000
100	45	Deputy District Director	11	5,000	5,000
101	46	Deputy District Director	11	5,000	5,000
102	47	Deputy District Director	11	5,000	5,000
103	48	Deputy District Director	11	5,000	5,000
104	49	Deputy District Director	11	5,000	5,000
281	50	Deputy District Director	11	5,000	5,000
282	51	Deputy District Director	11	5,000	5,000
283	52	Deputy District Director	11	5,000	5,000
284	53	Deputy District Director	11	5,000	5,000
285	54	Deputy District Director	11	5,000	5,000
286	55	Deputy District Director	11	5,000	5,000
24		Total District Offices Staff		\$132,000	\$132,000
<u>Stenographic Staff-Headquarters</u>					
117	56	Secretary II	6	2,800	2,800
118	57	Secretary II	6	2,800	2,800
new	58	Secretary II	6	2,800	2,800
new	59	Secretary II	6	2,800	2,800
294	60	Secretary II	6	2,800	2,800
295	61	Secretary II	6	2,800	2,800
398	62	Secretary II	6	2,800	2,800
<u>Suggested Distribution</u>					
2 Balkans					
2 Greece					
2 Yugoslavia					
1 Albania					
5	63	Secretary I	5	2,400	2,400
6	64	Secretary I	5	2,400	2,400
119	65	Secretary I	5	2,400	2,400
120	66	Secretary I	5	2,400	2,400
121	67	Secretary I	5	2,400	2,400
122	68	Secretary I	5	2,400	2,400
123	69	Secretary I	5	2,400	2,400
124	70	Secretary I	5	2,400	2,400
125	71	Secretary I	5	2,400	2,400
126	72	Secretary I	5	2,400	2,400
127	73	Secretary I	5	2,400	2,400
128	74	Secretary I	5	2,400	2,400
296	75	Secretary I	5	2,400	2,400
297	76	Secretary I	5	2,400	2,400
298	77	Secretary I	5	2,400	2,400
299	78	Secretary I	5	2,400	2,400
300	79	Secretary I	5	2,400	2,400
301	80	Secretary I	5	2,400	2,400
302	81	Secretary I	5	2,400	2,400
303	82	Secretary I	5	2,400	2,400
304	83	Secretary I	5	2,400	2,400
305	84	Secretary I	5	2,400	2,400
399	85	Secretary I	5	2,400	2,400

Bureau of Areas (Continued)

Control Budget				Current Authorized Budget		
Pos. No.	Old	New	Title of Position	Grade	Salary	Incumbent
<u>Stenographic Staff-Headquarters (Continued)</u>						
400	86		Secretary I	5	2,400	2,400
401	87		Secretary I	5	2,400	2,400
402	88		Secretary I	5	2,400	2,400
403	89		Secretary I	5	2,400	2,400
404	90		Secretary I	5	2,400	2,400
<u>Suggested Distribution</u>						
2 Balkans						
10 Greece						
10 Yugoslavia						
6 Albania						
35	Total Stenographic Staff				\$86,800	\$86,800
<u>Stenographic Staff - District Offices</u>						
129	91		Secretary I	5	2,400	2,400
130	92		Secretary I	5	2,400	2,400
131	93		Secretary I	5	2,400	2,400
132	94		Secretary I	5	2,400	2,400
133	95		Secretary I	5	2,400	2,400
134	96		Secretary I	5	2,400	2,400
306	97		Secretary I	5	2,400	2,400
307	98		Secretary I	5	2,400	2,400
308	99		Secretary I	5	2,400	2,400
309	100		Secretary I	5	2,400	2,400
310	101		Secretary I	5	2,400	2,400
311	102		Secretary I	5	2,400	2,400
<u>Suggested Distribution</u>						
6 Greece						
6 Yugoslavia						
12	Total-Stenographic Staff				\$28,800	\$28,800
<u>District Offices</u>						
<u>Distribution and Transportation - Headquarters</u>						
New	103		Deputy Chief of Mission	14	8,000	8,000
21	104		Deputy Chief of Mission	14	8,000	8,000
210	105		Deputy Chief of Mission	14	8,000	8,000
<u>Suggested Distribution</u>						
1 Balkans						
1 Greece						
1 Yugoslavia						
22	106		Price Control Specialist	12	6,000	6,000
211	107		Price Control Specialist	12	6,000	6,000
<u>Suggested Distribution</u>						
1 Greece						
1 Yugoslavia						
24	110		Marketing Specialist	12	6,000	6,000
213	111		Marketing Specialist	12	6,000	6,000
<u>Suggested Distribution</u>						
1 Greece						
1 Yugoslavia						
25	112		Chief Warehouseman	11	5,000	5,000
214	113		Chief Warehouseman	11	5,000	5,000
389	114		Chief Warehouseman	11	5,000	5,000
<u>Suggested Distribution</u>						
1 Greece						
1 Yugoslavia						
1 Albania						
28	115		Asst. Chief Warehouseman	10	4,500	4,500
217	116		Asst. Chief Warehouseman	10	4,500	4,500

Bureau of Areas (Continued)

Pos. No.		Control Budget		Current Authorized Budget	
Old	New	Title of Position	Grade	Salary	Incumbent
<u>Distribution and Transportation-Headquarters (Continued)</u>					
<u>Suggested Distribution</u>					
		1 Greece			
		1 Yugoslavia			
26	117	Chief Transport Officer	11	5,000	5,000
215	118	Chief Transport Officer	11	5,000	5,000
390	119	Chief Transport Officer	11	5,000	5,000
<u>Suggested Distribution</u>					
		1 Greece			
		1 Yugoslavia			
		1 Albania			
29	120	Asst. Transport Officer	10	4,500	4,500
216	121	Asst. Transport Officer	10	4,500	4,500
<u>Suggested Distribution</u>					
		1 Greece			
		1 Yugoslavia			
<u>Distribution and Transportation - Districts</u>					
31	122	Chief Distribution Officer	11	5,000	5,000
32	123	Chief Distribution Officer	11	5,000	5,000
33	124	Chief Distribution Officer	11	5,000	5,000
34	125	Chief Distribution Officer	11	5,000	5,000
35	126	Chief Distribution Officer	11	5,000	5,000
36	127	Chief Distribution Officer	11	5,000	5,000
218	128	Chief Distribution Officer	11	5,000	5,000
219	129	Chief Distribution Officer	11	5,000	5,000
220	130	Chief Distribution Officer	11	5,000	5,000
221	131	Chief Distribution Officer	11	5,000	5,000
222	132	Chief Distribution Officer	11	5,000	5,000
223	133	Chief Distribution Officer	11	5,000	5,000
385	134	Chief Distribution Officer	11	5,000	5,000
<u>Suggested Distribution</u>					
		6 Greece			
		6 Yugoslavia			
		1 Albania			
37	135	Distribution Officer	9	4,000	4,000
38	136	Distribution Officer	9	4,000	4,000
39	137	Distribution Officer	9	4,000	4,000
40	138	Distribution Officer	9	4,000	4,000
41	139	Distribution Officer	9	4,000	4,000
42	140	Distribution Officer	9	4,000	4,000
43	141	Distribution Officer	9	4,000	4,000
44	142	Distribution Officer	9	4,000	4,000
45	143	Distribution Officer	9	4,000	4,000
46	144	Distribution Officer	9	4,000	4,000
47	145	Distribution Officer	9	4,000	4,000
48	146	Distribution Officer	9	4,000	4,000
49	147	Distribution Officer	9	4,000	4,000
50	148	Distribution Officer	9	4,000	4,000
51	149	Distribution Officer	9	4,000	4,000
52	150	Distribution Officer	9	4,000	4,000
53	151	Distribution Officer	9	4,000	4,000
54	152	Distribution Officer	9	4,000	4,000
55	153	Distribution Officer	9	4,000	4,000
56	154	Distribution Officer	9	4,000	4,000
57	155	Distribution Officer	9	4,000	4,000
58	156	Distribution Officer	9	4,000	4,000
59	157	Distribution Officer	9	4,000	4,000
60	158	Distribution Officer	9	4,000	4,000
224	159	Distribution Officer	9	4,000	4,000
225	160	Distribution Officer	9	4,000	4,000
226	161	Distribution Officer	9	4,000	4,000

Bureau of Areas (Continued)

Control Budget				Current Authorized Budget	
Pos. Old	No. Now	Title of Position	Grade	Salary	Incumbent
<u>Distribution and Transportation - Districts (Continued)</u>					
227	162	Distribution Officer	9	4,000	4,000
228	163	Distribution Officer	9	4,000	4,000
229	164	Distribution Officer	9	4,000	4,000
230	165	Distribution Officer	9	4,000	4,000
231	166	Distribution Officer	9	4,000	4,000
232	167	Distribution Officer	9	4,000	4,000
233	168	Distribution Officer	9	4,000	4,000
234	169	Distribution Officer	9	4,000	4,000
235	170	Distribution Officer	9	4,000	4,000
236	171	Distribution Officer	9	4,000	4,000
237	172	Distribution Officer	9	4,000	4,000
386	173	Distribution Officer	9	4,000	4,000
387	174	Distribution Officer	9	4,000	4,000
388	175	Distribution Officer	9	4,000	4,000
<u>Suggested Distribution</u>					
24 Greece					
14 Yugoslavia					
3 Albania					
105	176	Field Officer	9	4,000	4,000
106	177	Field Officer	9	4,000	4,000
107	178	Field Officer	9	4,000	4,000
108	179	Field Officer	9	4,000	4,000
109	180	Field Officer	9	4,000	4,000
110	181	Field Officer	9	4,000	4,000
111	182	Field Officer	9	4,000	4,000
112	183	Field Officer	9	4,000	4,000
113	184	Field Officer	9	4,000	4,000
114	185	Field Officer	9	4,000	4,000
115	186	Field Officer	9	4,000	4,000
116	187	Field Officer	9	4,000	4,000
287	188	Field Officer	9	4,000	4,000
288	189	Field Officer	9	4,000	4,000
289	190	Field Officer	9	4,000	4,000
290	191	Field Officer	9	4,000	4,000
291	192	Field Officer	9	4,000	4,000
292	193	Field Officer	9	4,000	4,000
293	194	Field Officer	9	4,000	4,000
<u>Suggested Distribution</u>					
12 Greece					
7 Yugoslavia					
1 Albania					
61	196	Warehouseman	9	4,000	4,000
62	197	Warehouseman	9	4,000	4,000
63	198	Warehouseman	9	4,000	4,000
64	199	Warehouseman	9	4,000	4,000
65	200	Warehouseman	9	4,000	4,000
66	201	Warehouseman	9	4,000	4,000
238	202	Warehouseman	9	4,000	4,000
239	203	Warehouseman	9	4,000	4,000
240	204	Warehouseman	9	4,000	4,000
241	205	Warehouseman	9	4,000	4,000
242	206	Warehouseman	9	4,000	4,000
243	207	Warehouseman	9	4,000	4,000
244	208	Warehouseman	9	4,000	4,000
<u>Suggested Distribution</u>					
6 Greece					
7 Yugoslavia					
67	209	Transport Officer	9	4,000	
68	210	Transport Officer	9	4,000	
69	211	Transport Officer	9	4,000	4,000

Bureau of Areas (Continued)

Control Budget				Current Authorized Budget	
Pos. Old	No. New	Title of Position	Grade	Salary	Incumbent
<u>Distribution and Transportation - Districts (Continued)</u>					
70	212	Transport Officer	9	4,000	4,000
71	213	Transport Officer	9	4,000	4,000
72	214	Transport Officer	9	4,000	4,000
245	215	Transport Officer	9	4,000	4,000
246	216	Transport Officer	9	4,000	4,000
247	217	Transport Officer	9	4,000	4,000
248	218	Transport Officer	9	4,000	4,000
249	219	Transport Officer	9	4,000	4,000
250	220	Transport Officer	9	4,000	4,000
251	221	Transport Officer	9	4,000	4,000
<u>Suggested Distribution</u>					
6 Greece					
7 Yugoslavia					

118 Total Distribution and Transportation \$517,000 \$517,000

222 Total Bureau of Areas \$970,100 \$ 970,100

Bureau of Finance and Administration

			Control Budget	Current Authorized Budget		
Pos.	No.					
Old	New	Title of Position	Grade	Salary		Incumbent
		<u>Headquarters</u>				
Now	222	Deputy Chief of Mission	14	8,000	8,000	
135	223	Deputy Chief of Mission	14	8,000	8,000	
312	224	Deputy Chief of Mission	14	8,000	8,000	
		<u>Suggested Distribution</u>				
		1 Balkan				
		1 Greek				
		1 Yugoslavia				
136	225	Personnel & Training Officer	11	5,000	5,000	
313	226	Personnel & Training Officer	11	5,000	5,000	
		<u>Suggested Distribution</u>				
		1 Greece				
		1 Yugoslavia				
137	227	Chief Accountant	10	4,500	4,500	
314	228	Chief Accountant	10	4,500	4,500	
380	229	Chief Accountant	10	4,500	4,500	
		<u>Suggested Distribution</u>				
		1 Greece				
		1 Yugoslavia				
		1 Albania				
138	230	Finance Officer	10	4,500	4,500	
315	231	Finance Officer	10	4,500	4,500	
381	232	Finance Officer	10	4,500	4,500	
		<u>Suggested Distribution</u>				
		1 Greece				
		1 Yugoslavia				
		1 Albania				
139	233	Assistant Accountant	9	4,000	4,000	
141	234	Assistant Accountant	9	4,000	4,000	
316	235	Assistant Accountant	9	4,000	4,000	
317	236	Assistant Accountant	9	4,000	4,000	
		<u>Suggested Distribution</u>				
		2 Greece				
		1 Yugoslavia				
142	237	Statistician (Operating Reports)	9	4,000	4,000	

Bureau of Finance and Administration (Continued)Current
Authorized
BudgetControl Budget

Pos. No.	Old	New	Title of Position	Grade	Salary	Incumbent
<u>Headquarters (Continued)</u>						
319	238		Statistician (Operating Reports)	9	4,000	4,000
383	239		Statistician (Operating Reports)	9	4,000	4,000
<u>Suggested Distribution</u>						
			1 Greece			
			1 Yugoslavia			
			1 Albania			
140	240		Administrative Officer	8	3,600	3,600
318	241		Administrative Officer	8	3,600	3,600
384	242		Administrative Officer	8	3,600	3,600
<u>Suggested Distribution</u>						
			1 Greece			
			1 Yugoslavia			
			1 Albania			
21 Total Bureau of Finance and Administration-Headquarters					\$99,800	\$99,800
<u>Bureau of Requirements Coordination and Supply Headquarters</u>						
New	243		Deputy Chief of Mission	14	8,000	8,000
184	244		Deputy Chief of Mission	14	8,000	8,000
358	245		Deputy Chief of Mission	14	8,000	8,000
<u>Suggested Distribution</u>						
			1 Balkan			
			1 Greece			
			1 Yugoslavia			
382	246		Requirements Coordination and Supply Specialist (Albania)	12	6,000	6,000
185	247		Requirements Coordination and Supply Specialist	11	5,000	5,000
186	248		Requirements Coordination and Supply Specialist	11	5,000	5,000
187	249		Requirements Coordination and Supply Specialist	11	5,000	5,000
188	250		Requirements Coordination and Supply Specialist	11	5,000	5,000
200	251		Requirements Coordination and Supply Specialist	11	5,000	5,000
201	252		Requirements Coordination and Supply Specialist	11	5,000	5,000
359	253		Requirements Coordination and Supply Specialist	11	5,000	5,000
360	254		Requirements Coordination and Supply Specialist	11	5,000	5,000
361	255		Requirements Coordination and Supply Specialist	11	5,000	5,000
362	256		Requirements Coordination and Supply Specialist	11	5,000	5,000
363	257		Requirements Coordination and Supply Specialist	11	5,000	5,000
364	258		Requirements Coordination and Supply Specialist	11	5,000	5,000
<u>Suggested Distribution</u>						
			6 Greece			
			6 Yugoslavia			
16 Total-Bureau of Requirements Coordination and Supply					\$90,000	\$90,000
<u>Food and Agricultural Rehabilitation Division Headquarters</u>						
New	259		Director of Agr. Rehabilitation	12	6,000	6,000

Food and Agricultural Rehabilitation Division (Continued)

Control Budget				Current Authorized Budget	
Pos. Old	No. New	Title of Position	Grade	Salary	Incumbent
<u>Headquarters (Continued)</u>					
173	260	Director of Agr. Rehabilitation	12	6,000	6,000
346	261	Director of Agr. Rehabilitation	12	6,000	6,000
<u>Suggested Distribution</u>					
		1 Balkans			
		1 Greece			
		1 Yugoslavia			
174	262	Agr. Rehabilitation Specialist	11	5,000	5,000
175	263	Agr. Rehabilitation Specialist	11	5,000	5,000
176	264	Agr. Rehabilitation Specialist	11	5,000	5,000
177	265	Agr. Rehabilitation Specialist	11	5,000	5,000
347	266	Agr. Rehabilitation Specialist	11	5,000	5,000
348	267	Agr. Rehabilitation Specialist	11	5,000	5,000
349	268	Agr. Rehabilitation Specialist	11	5,000	5,000
350	269	Agr. Rehabilitation Specialist	11	5,000	5,000
396	270	Agr. Rehabilitation Specialist	11	5,000	5,000
397	271	Agr. Rehabilitation Specialist	11	5,000	5,000
<u>Suggested Distribution</u>					
		4 Greece			
		4 Yugoslavia			
		2 Albania			
178	272	Agr. Rehabilitation Officer	10	4,500	4,500
179	273	Agr. Rehabilitation Officer	10	4,500	4,500
180	274	Agr. Rehabilitation Officer	10	4,500	4,500
181	275	Agr. Rehabilitation Officer	10	4,500	4,500
182	276	Agr. Rehabilitation Officer	10	4,500	4,500
183	277	Agr. Rehabilitation Officer	10	4,500	4,500
351	278	Agr. Rehabilitation Officer	10	4,500	4,500
352	279	Agr. Rehabilitation Officer	10	4,500	4,500
353	280	Agr. Rehabilitation Officer	10	4,500	4,500
354	281	Agr. Rehabilitation Officer	10	4,500	4,500
355	282	Agr. Rehabilitation Officer	10	4,500	4,500
356	283	Agr. Rehabilitation Officer	10	4,500	4,500
357	284	Agr. Rehabilitation Officer	10	4,500	4,500
<u>Suggested Distribution</u>					
		6 Greece			
		7 Yugoslavia			
26	Total-Food and Agricultural Rehabilitation Division			\$126,500	\$126,500
<u>Displaced Persons Division</u>					
198	285	Director, Displaced Persons	12	6,000	6,000
162	286	Director, Displaced Persons	12	6,000	6,000
334	287	Director, Displaced Persons	12	6,000	6,000
<u>Suggested Distribution</u>					
		1 Balkans			
		1 Greece			
		1 Yugoslavia			
199	288	Displaced Persons Specialist	11	5,000	5,000
163	289	Displaced Persons Specialist	11	5,000	5,000
164	290	Displaced Persons Specialist	11	5,000	5,000
165	291	Displaced Persons Specialist	11	5,000	5,000
166	292	Displaced Persons Specialist	11	5,000	5,000
Now	293	Displaced Persons Specialist	11	5,000	5,000
Now	294	Displaced Persons Specialist	11	5,000	5,000
335	295	Displaced Persons Specialist	11	5,000	5,000
336	296	Displaced Persons Specialist	11	5,000	5,000
337	297	Displaced Persons Specialist	11	5,000	5,000
338	298	Displaced Persons Specialist	11	5,000	5,000
Now	299	Displaced Persons Specialist	11	5,000	5,000
Now	300	Displaced Persons Specialist	11	5,000	5,000

Displaced Persons Division (Continued)

		Control Budget		Current Authorized Budget		Incumbent
Pos.	No.	Title of Position	Grade	Salary		
Old	New					
395	301	Displaced Persons Specialist	11	5,000	5,000	
		<u>Suggested Distribution</u>				
		1 Balkans				
		6 Greece				
		6 Yugoslavia				
		1 Albania				
17 Total-Displaced Persons Division				\$88,000	\$88,000	
<u>Welfare Division</u>						
<u>Headquarters</u>						
New	302	Director of Welfare	12	6,000	6,000	
143	303	Director of Welfare	12	6,000	6,000	
320	304	Director of Welfare	12	6,000	6,000	
		<u>Suggested Distribution</u>				
		1 Balkans				
		1 Greece				
		1 Yugoslavia				
144	305	Welfare Specialist	11	5,000	5,000	
145	306	Welfare Specialist	11	5,000	5,000	
146	307	Welfare Specialist	11	5,000	5,000	
147	308	Welfare Specialist	11	5,000	5,000	
148	309	Welfare Specialist	11	5,000	5,000	
149	310	Welfare Specialist	11	5,000	5,000	
New	311	Welfare Specialist	11	5,000	5,000	
321	312	Welfare Specialist	11	5,000	5,000	
322	313	Welfare Specialist	11	5,000	5,000	
323	314	Welfare Specialist	11	5,000	5,000	
324	315	Welfare Specialist	11	5,000	5,000	
325	316	Welfare Specialist	11	5,000	5,000	
		<u>Suggested Distribution</u>				
		6 Greece				
		6 Yugoslavia				
<u>Districts</u>						
New	319	District Welfare Officer	11	5,000	5,000	
New	320	District Welfare Officer	11	5,000	5,000	
New	321	District Welfare Officer	11	5,000	5,000	
New	322	District Welfare Officer	11	5,000	5,000	
New	323	District Welfare Officer	11	5,000	5,000	
New	324	District Welfare Officer	11	5,000	5,000	
New	325	District Welfare Officer	11	5,000	5,000	
New	326	District Welfare Officer	11	5,000	5,000	
New	327	District Welfare Officer	11	5,000	5,000	
New	328	District Welfare Officer	11	5,000	5,000	
New	329	District Welfare Officer	11	5,000	5,000	
New	330	District Welfare Officer	11	5,000	5,000	
New	331	District Welfare Officer	11	5,000	5,000	
		<u>Suggested Distribution</u>				
		6 Greece				
		6 Yugoslavia				
		1 Albania				
New	332	Field Welfare Officer	10	4,500	4,500	
New	333	Field Welfare Officer	10	4,500	4,500	
New	334	Field Welfare Officer	10	4,500	4,500	
New	335	Field Welfare Officer	10	4,500	4,500	
New	336	Field Welfare Officer	10	4,500	4,500	
New	337	Field Welfare Officer	10	4,500	4,500	
New	338	Field Welfare Officer	10	4,500	4,500	
New	339	Field Welfare Officer	10	4,500	4,500	
New	340	Field Welfare Officer	10	4,500	4,500	
New	341	Field Welfare Officer	10	4,500	4,500	
New	342	Field Welfare Officer	10	4,500	4,500	

Welfare Division (Continued)

		<u>Control Budget</u>		<u>Current Authorized Budget</u>		
<u>Pos. No.</u>	<u>Old</u>	<u>New</u>	<u>Title of Position</u>	<u>Grade</u>	<u>Salary</u>	<u>Incumbent</u>
<u>Districts (Continued)</u>						
New		343	Field Welfare Officer	10	4,500	4,500
New		344	Field Welfare Officer	10	4,500	4,500
New		345	Field Welfare Officer	10	4,500	4,500
<u>Suggested Distribution</u>						
6 Greece						
7 Yugoslavia						
1 Albania						
New		346	Field Welfare Officer	9	4,000	4,000
New		347	Field Welfare Officer	9	4,000	4,000
New		348	Field Welfare Officer	9	4,000	4,000
New		349	Field Welfare Officer	9	4,000	4,000
New		350	Field Welfare Officer	9	4,000	4,000
New		351	Field Welfare Officer	9	4,000	4,000
New		352	Field Welfare Officer	9	4,000	4,000
New		353	Field Welfare Officer	9	4,000	4,000
New		354	Field Welfare Officer	9	4,000	4,000
New		355	Field Welfare Officer	9	4,000	4,000
New		356	Field Welfare Officer	9	4,000	4,000
New		357	Field Welfare Officer	9	4,000	4,000
New		358	Field Welfare Officer	9	4,000	4,000
New		359	Field Welfare Officer	10	4,500	4,500
New		360	Field Welfare Officer	10	4,500	4,500
New		361	Field Welfare Officer	10	4,500	4,500
New		362	Field Welfare Officer	10	4,500	4,500
<u>Note</u> Positions #359 to #362, inclusive, to be recruited by Camps Division and concurred in by Welfare Division.						
New		363	Field Welfare Officer	10	4,500	4,500
New		364	Field Welfare Officer	10	4,500	4,500
New		364a	Field Welfare Officer	10	4,500	4,500
New		364b	Field Welfare Officer	10	4,500	4,500
New		364c	Field Welfare Officer	10	4,500	4,500
New		364d	Field Welfare Officer	10	4,500	4,500
New		364e	Field Welfare Officer	10	4,500	4,500
New		364f	Field Welfare Officer	10	4,500	4,500
New		364g	Field Welfare Officer	10	4,500	4,500
<u>Suggested Distribution</u>						
12 Greece						
13 Yugoslavia						
1 Albania						

68 - Total Welfare Division

\$316,500 \$316,500

Note Positions #363 to #364g, inclusive, to be recruited by Camps Division and concurred in by Welfare Division.

Industrial Rehabilitation Division

<u>Headquarters</u>						
New		365	Director of Industrial Rehab.	12	6,000	6,000
191		366	Director of Industrial Rehab.	12	6,000	6,000
366		367	Director of Industrial Rehab.	12	6,000	6,000
<u>Suggested Distribution</u>						
1 Balkans						
1 Greece						
1 Yugoslavia						
32		368	Indus. Rehab. Specialist	11	5,000	5,000
93		369	Indus. Rehab. Specialist	11	5,000	5,000
194		370	Indus. Rehab. Specialist	11	5,000	5,000
195		371	Indus. Rehab. Specialist	11	5,000	5,000
367		372	Indus. Rehab. Specialist	11	5,000	5,000
368		373	Indus. Rehab. Specialist	11	5,000	5,000
369		374	Indus. Rehab. Specialist	11	5,000	5,000

Industrial Rehabilitation Division (Continued)

		<u>Control Budget</u>		<u>Current Authorized Budget</u>		
<u>Pos. Old</u>	<u>No. New</u>	<u>Title of Position</u>	<u>Grade</u>	<u>Salary</u>		<u>Incumbent</u>
<u>Headquarters (Continued)</u>						
370	375	Indus. Rehab. Specialist	11	5,000	5,000	
371	376	Indus. Rehab. Specialist	11	5,000	5,000	
372	377	Indus. Rehab. Specialist	11	5,000	5,000	
373	378	Indus. Rehab. Specialist	11	5,000	5,000	
<u>Suggested Distribution</u>						
4 Greece						
7 Yugoslavia						
196	379	Associate Engineer	10	4,500	4,500	
197	380	Associate Engineer	10	4,500	4,500	
374	381	Associate Engineer	10	4,500	4,500	
375	382	Associate Engineer	10	4,500	4,500	
<u>Suggested Distribution</u>						
2 Greece						
2 Yugoslavia						
<u>18</u> Total - Industrial Rehabilitation Division				<u>\$91,000</u>	<u>\$91,000</u>	

Transient Centers Division

<u>Headquarters</u>						
73	383	Director of Transient Centers	12	6,000	6,000	
252	384	Director of Transient Centers	12	6,000	6,000	
<u>Suggested Distribution</u>						
1 Greece						
1 Yugoslavia						
391	385	Director of Transient Centers (Albania)	11	5,000	5,000	
74	386	Executive Assistant to Dir. of Transient Centers	10	4,500	4,500	
53	387	Executive Assistant to Dir. of Transient Centers	10	4,500	4,500	
<u>Suggested Distribution</u>						
1 Greece						
1 Yugoslavia						
<u>5</u> Total - Transient Centers Division				<u>\$26,000</u>	<u>\$26,000</u>	

Health Division

<u>Headquarters</u>						
<u>Position No.</u>						
388	Director of Health (Balkans)	14	8,000	8,000		
389	Director of Health	13	7,000	7,000		
390	Director of Health	13	7,000	7,000		
391	Director of Health	13	7,000	7,000		
392	Director of Health	13	7,000	7,000		
<u>Suggested Distribution</u>						
1 Greece						
1 Yugoslavia						
1 Albania						
1 Camps						
393	Epidemiologist (Balkans)	13	7,000	7,000		
394	Medical Malariologist (Balkans)	13	7,000	7,000		
395	Tuberculosis Specialist (Balkans)	13	7,000	7,000		
396	Deputy Director of Health	12	6,000	6,000		
397	Deputy Director of Health	12	6,000	6,000		
<u>Suggested Distribution</u>						
1 Greece						
1 Yugoslavia						
398	Medical Officer	12	6,000	6,000		
399	Medical Officer	12	6,000	6,000		

Health Division (Continued)

Position No.	Control Budget		Current Authorized Budget		Incumbent
	Title of Position	Grade	Salary		
	<u>Headquarters (Continued)</u>				
400	Medical Officer	12	6,000	6,000	
401	Medical Officer	12	6,000	6,000	
402	Medical Officer	12	6,000	6,000	
403	Medical Officer	12	6,000	6,000	
404	Medical Officer	12	6,000	6,000	
	<u>Suggested Distribution</u>				
	2 Camps				
	2 Greece				
	2 Yugoslavia				
	1 Albania				
405	Hospital Administrator (Balkans)	11	5,000	5,000	
406	Medical Requirements Specialist	11	5,000	5,000	
407	Medical Requirements Specialist	11	5,000	5,000	
408	Medical Requirements Specialist	11	5,000	5,000	
	<u>Suggested Distribution</u>				
	1 Balkans				
	1 Greece				
	1 Yugoslavia				
409	Bacteriologist	8	3,600	3,600	
410	Bacteriologist	8	3,600	3,600	
	<u>Suggested Distribution</u>				
	1 Greece				
	1 Yugoslavia				
411	Chief Sanitary Engineer (Balkans)	13	7,000	7,000	
412	Asst. Chief Sanitary Engineer (Balkans)	13	7,000	7,000	
413	Sanitary Engineer	11	5,000	5,000	
414	Sanitary Engineer	11	5,000	5,000	
415	Sanitary Engineer	11	5,000	5,000	
416	Sanitary Engineer	11	5,000	5,000	
417	Sanitary Engineer	11	5,000	5,000	
418	Sanitary Engineer	11	5,000	5,000	
	<u>Suggested Distribution</u>				
	1 Camps				
	2 Greece				
	2 Yugoslavia				
	1 Albania				
419	Chief Nursing Consultant	11	5,000	5,000	
420	Chief Nursing Consultant	11	5,000	5,000	
421	Chief Nursing Consultant	11	5,000	5,000	
	<u>Suggested Distribution</u>				
	1 Balkans				
	1 Greece				
	1 Yugoslavia				
22	Chief Nursing Consultant (Albania)	9	4,000	4,000	
23	Director, Camp Nursing Services (Camps)	9	4,000	4,000	
24	Regional Nursing Consultant	7	3,200	3,200	
25	Regional Nursing Consultant	7	3,200	3,200	
26	Regional Nursing Consultant	7	3,200	3,200	
27	Regional Nursing Consultant	7	3,200	3,200	
28	Regional Nursing Consultant	7	3,200	3,200	
29	Regional Nursing Consultant	7	3,200	3,200	
30	Regional Nursing Consultant	7	3,200	3,200	
31	Regional Nursing Consultant	7	3,200	3,200	

Health Division (Continued)

		<u>Control Budget</u>		<u>Current Authorized Budget</u>	
<u>Position No.</u>	<u>Title of Position</u>	<u>Grade</u>	<u>Salary</u>		<u>Incumbent</u>
<u>Headquarters (Continued)</u>					
432	Regional Nursing Consultant	7	3,200	3,200	
433	Regional Nursing Consultant	7	3,200	3,200	
434	Regional Nursing Consultant	7	3,200	3,200	
435	Regional Nursing Consultant	7	3,200	3,200	
436	Regional Nursing Consultant	7	3,200	3,200	
437	Regional Nursing Consultant	7	3,200	3,200	
438	Regional Nursing Consultant	7	3,200	3,200	
439	Regional Nursing Consultant	7	3,200	3,200	
<u>Suggested Distribution</u>					
	8 Greece				
	7 Yugoslavia				
	1 Albania				
440	Chief Nurse	6	2,800	2,800	
441	Chief Nurse	6	2,800	2,800	
442	Chief Nurse	6	2,800	2,800	
443	Chief Nurse	6	2,800	2,800	
444	Chief Nurse	6	2,800	2,800	
<u>Suggested Distribution</u>					
	5 Camps				
57	Total - Health Division		\$270,400	\$270,400	

*Dayman
Balkan
mission* *App IV*

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

1344 Connecticut Avenue
Washington 25, D.C.

9 May 1944

Mr. William Matthews
Chief of Mission
UNRRA
c/o American Legation
Cairo, Egypt

Dear Mr. Matthews:

I am transmitting herewith, the following documents:

- a) Over-all personnel budget for the Balkan Mission.
- b) Memorandum and chart on the administrative and organizational plan for the Balkan Mission.
- c) Schedule on proposed priorities for air and sea transport.

You will note that the budget has been prepared on a regional basis. In adopting this approach, the following basic assumptions were considered:

- 1. That personnel should be prepared and willing to serve in any part of the region as operations require, thus permitting the greatest possible flexibility in the use of personnel.
- 2. That with the exception of such positions as Chief of Mission, Financial Adviser, Special Assistant and Legal Adviser, personnel should be recruited on the specific understanding that they are subject to assignment anywhere in the Balkan region. This will prevent personnel from acquiring a vested interest in a particular position in a particular mission; and subsequent

9 May 1944

disappointment and resentment if personnel is required to go into another country because you deem a shift in the best interests of the mission.

3. It was essential that the original approach to the Balkan budget be on a country basis; consequently, you will note that we have suggested a division of personnel as between country missions.

This division is suggested primarily for purposes of recruitment and budget control, and is not intended to be a rigid allocation for each country mission.

4. No attempt has been made at this time to determine what portion of the mission will be required to remain in Cairo after field operations begin. The circumstances and conditions existing at that time will be the determining factors in reaching a decision, with respect to this problem. However, it is strongly felt that wherever possible, top personnel should move from Cairo to the field to be used in specific country operations.
5. It is to be clearly understood that while the mission is in Cairo the Chief of the Balkan Mission is the senior officer of the mission and that all mission and bureau chiefs and division directors are administratively responsible to him. The deputy chiefs of bureaus and the division directors of the Balkan Mission will in turn exercise top administrative authority over all personnel assigned to their respective bureaus and divisions. In the event that changes in the line of responsibility appear desirable after entry into the field, further instructions will be sent.

Very sincerely yours,

/s/ M. MENSHIKOV

Michail Mensnikov,
Deputy Director General.

8 May 1944

TO: Mr. William Matthews
FROM: Mr. M. A. Menshikov
SUBJECT: Administrative Plan for the Balkan Mission

Responsibilities of the Balkan Mission

The Balkan Mission will be responsible for:

- (a) Assisting the Military in formulating the operating plans for relief and rehabilitation activities for the military period, and for formulating the operating plans for relief and rehabilitation activities for the post-military period, in Greece, Yugoslavia, Albania, and such other Balkan countries as may become fields of UNRRA operations;
- (b) Assisting the Military in estimating and coordinating the relief and rehabilitation supply requirements for the Balkan countries for the military period, and for estimating and coordinating such requirements for the post-military period;
- (c) Operating the refugee camps, in the Middle East, which will come under UNRRA's jurisdiction;
- (d) Conducting specialized, as well as general, overall training programs for all persons under the administrative jurisdiction of the Mission.

Planning Activities

The Balkan Mission does not have an overall planning function on the policy level. Its planning function will be to formulate operating plans for Greece, Yugoslavia, Albania and such other Balkan countries as may become fields of UNRRA operations. The formulation of a cohesive plan for each country requires central responsibility and direction. Plans prepared in Cairo will not be definitive. They

will be transmitted to London and Washington where they will be reviewed and, as required, modified or altered.

These planning operations in functional fields will be done with the assistance of personnel detailed by the Chief of Mission respectively to the Chiefs of the Greek Mission, the Yugoslav Mission, and the Albanian Mission, acting in consultation and collaboration with the several functional units. Thus, the preparation of the operating plans will proceed along the same lines of administrative responsibility as are considered essential in field operations. When operations begin and the field missions are set up in the several Balkan Countries, this experienced technical and supply personnel will be available for the actual carrying out of the plans formulated with their assistance.

Staffing

The Balkan Mission will be staffed by a small group of regularly assigned personnel plus a much larger group of personnel which will be available for assignment when needed to the Greek, Yugoslav, and Albanian Country Missions.

Headquarters - Mission Relationships

Direct supervision and control over the Balkan Mission will come from Washington through the Bureau of Areas, and the Chief of Mission will be responsible to the Deputy Director General for Areas in Washington. The Chief of the Southern European Division will serve as the opposite number, in Washington, of the Chief of the Balkan Mission. As the form and organization of the London Regional Office take shape, and as the Mission operations are accelerated, it is quite likely that there will be a delegation of authority from Washington to London. To the extent that it is practicable and desirable, this will permit a decentralization of direct control

over many aspects of day to day operations, subject, however, to general policy instructions from Washington through the Bureau of Areas. Even at this early stage, however, it is essential that there be a complete and constant exchange of intelligence between Cairo, Washington and London. Similarly, London and Washington must keep each other informed on major developments in Balkan planning and operational matters.

The Organizational Plan

The organizational plan breaks down into three principal categories:

1. The Office of the Chief of Mission
2. The Functional Units
3. Refugee Camps

Office of the Chief of Mission

The Office of the Chief of Mission consists of the Chief of the Balkan Mission, the Senior Deputy Chief of Mission, the Special Assistant to the Chief of Mission, the Financial Adviser, the Legal Adviser, the Public Relations Officer and the Chiefs of the Greek, Yugoslav and Albanian Missions.

The presence of the Chiefs of the Greek, Yugoslav and Albanian Country Missions in the Balkan Mission organization does not affect the basic structure of the organization. These Country Mission Chiefs are under the direct administrative control of the Chief of the Balkan Mission and report to him through the Senior Deputy Chief of the Balkan Mission.

The Chief of the Balkan Mission will exercise active control and supervision of the administration of the Mission, and will be directly responsible for all relief and rehabilitation planning and operations undertaken by it. He will be assisted by a Senior Deputy

Chief of Mission who will serve as the Executive Officer of the Mission.

The Chief of Mission will receive and transmit all communications relating to the business of the Mission. The Chiefs of the several Divisions of the Mission may, as necessity requires, communicate with the Chiefs of their respective Divisions in Washington and London. Such communications will channel through the Chief of Mission who may make such comments as he deems appropriate. The Chief of any Bureau or Division in Washington or London will, at all times, have the right to communicate with the Chiefs of the functional divisions of the Mission; such communications will be channeled through the Southern European Division to the Deputy Director General in Charge of the Bureau of Areas and will be transmitted by the Deputy Director General to the Chief of Mission.

Functional Units

The Requirements Coordination and Supply, the Distribution and Transport, and the Finance and Administration Bureaus perform overall functions, servicing the entire mission. The five functional divisions, namely Health, Welfare, Displaced Persons, Food and Agricultural Rehabilitation, and Industrial Rehabilitation, perform functions of a specialized nature, each responsible for its own sphere of activity. Coordination will come through the Chief of Mission.

Refugee Camps

The Camp Administration Division will be responsible to the Chief of Mission, acting through the Senior Deputy Chief of Mission, for the overall operation of the Refugee Camps in the Middle East and the coordination of divisional activities in such camps. Certain of the camp activities will be its direct operating responsibility.

In others, such as health, welfare services, agricultural and industrial activities, and arrangements for movement and repatriation, it will act with necessary technical assistance provided by the functional units.

BALKAN MISSION

I. OFFICE OF THE CHIEF OF MISSION

Chief of Balkan Mission

The Chief of the Balkan Mission will be the ranking UNRRA official of the Mission. His duties will be:

To exercise active control and supervision of the administration of the Mission and to be directly responsible for all relief and rehabilitation operations undertaken by it.

To maintain liaison and supervise liaison activities with appropriate military authorities, governments, governmental and inter-governmental agencies.

To integrate activities of all private voluntary societies interested in Balkan relief and rehabilitation planning and operations, with those of UNRRA; to institute programs for the training of the personnel of such societies in UNRRA operations in the fields of health, displaced persons, welfare services, and such other fields as may be required; and to supervise and direct the use of the personnel and of the supply resources of such societies in such operations of UNRRA.

To supervise and coordinate the operation of refugee camps falling within the jurisdiction of the Mission.

To supervise and coordinate the planning of the Greek, Albanian and Yugoslav programs of relief and rehabilitation.

To detail personnel between the several Bureaus, Divisions and offices as needed.

To keep in constant touch with the work of the Mission and, together with the Senior Deputy Chief of Mission, to meet with the deputy chiefs and divisional directors at frequent intervals to discuss office and divisional problems.

Senior Deputy Chief of Mission

The Senior Deputy Chief of Mission will serve as the Executive Officer of the Mission. Under the direction of the Chief of Mission he will be responsible for the execution of all operating programs, and will coordinate the activities of the various bureaus, divisions and offices of the Mission. He will assist the Chief in conducting liaison activities. He will act as Chief of Mission in the absence of the Chief.

Special Assistant to the Chief of Mission

The Special Assistant to the Chief of Mission, under the direction of the Chief of Mission, will work with the several divisions and offices of the Mission on particular problems, and will perform such other functions as the Chief may direct.

Financial Adviser

The Financial Adviser will advise the Chief of Mission and the several offices and divisions of the Mission on the financial aspects of UNRRA operations in the Balkans and on all financial problems arising out of the operations of the Mission.

He will advise the Chief of Mission on all financial matters relating to governmental contributions and on the use of local

currency made available to UNRRA as a result of sale of relief and rehabilitation supplies.

He will assist the Chief of Mission in the preparation of financial plans which are calculated to accelerate the restoration of economic and financial stability in the Balkans through the distribution of relief and rehabilitation supplies.

He will advise each of the offices and divisions of the Mission upon financial factors bearing upon the effective utilization of relief supplies, and upon the relationship to the proper functioning of the program, of financial factors such as the stabilization of currency and control of inflation.

He will advise the Chief of Mission upon the ability of the Governments of the Balkan Nations to finance and pay for relief and rehabilitation operations.

He will advise the Chief of Mission and the several offices and divisions of the Mission on the problems of finance, currency and banking in each of the Balkan countries and on steps necessary to prevent inflation and other destructive monetary and financial conditions.

He will act as the intelligence agency for the Mission, gathering economic, social, political and other intelligence from the offices and divisions of the Mission; and from all available outside sources; and he will assemble, analyze and transmit such intelligence to the Washington and London offices of the Administration.

Legal Adviser

The Legal Adviser will advise the Chief of Mission and members of his office and officers of the Bureaus and Divisions on legal problems, will approve all contracts of the Mission, and will perform such other legal services as may be required.

Public Relations Officer

The Public Relations Officer will prepare material relating to the work of the Mission for use in local news media and for use by the Washington and London offices in stimulating interest in the activities of the Mission; and will prepare reports and other data for public information purposes. He will digest and make available to the Mission staff items of current interest from the local press. He will also document by photography the relief and rehabilitation activities of the Mission.

Chief of Greek Mission

The Chief of the Greek Mission will be responsible, under the general direction of the Chief of the Balkan Mission, for the development and integration of the relief and rehabilitation program for Greece for the military and post-military periods. He will be assisted by personnel assigned by the Chief of the Balkan Mission from the appropriate Bureaus and Divisions.

As authorized by the Chief of the Balkan Mission, he will maintain liaison with the military authorities, governments, governmental and inter-governmental agencies and private voluntary societies interested in Greek relief and rehabilitation planning and operations.

He will advise the Chief of the Balkan Mission on problems relating to Greece.

He will plan personnel requirements for the Greek Mission and make recommendations with respect to the selection of personnel for the operations of the Greek Mission.

Chief of Yugoslav Mission

The Chief of the Yugoslav Mission will be responsible, under the general direction of the Chief of the Balkan Mission, for the development and integration of the relief and rehabilitation program for Yugoslavia for the military and post-military periods. He will be assisted by personnel assigned by the Chief of the Balkan Mission from the appropriate Bureaus and Divisions.

As authorized by the Chief of the Balkan Mission, he will maintain liaison with the military authorities, governments, governmental and inter-governmental agencies and private voluntary societies interested in Yugoslav relief and rehabilitation planning and operations.

He will advise the Chief of the Balkan Mission on problems relating to Yugoslavia.

He will plan personnel requirements for the Yugoslav Mission and make recommendations with respect to the selection of personnel for the operations of the Yugoslav Mission.

Chief of Albanian Mission

The Chief of the Albanian Mission will be responsible, under the general direction of the Chief of the Balkan Mission, for the development and integration of the relief and rehabilitation

program for Albania for the military and post-military periods. He will be assisted by personnel assigned by the Chief of the Balkan Mission from the appropriate Bureaus and Divisions.

As authorized by the Chief of the Balkan Mission, he will maintain liaison with the military authorities, governments, governmental and inter-governmental agencies and private voluntary societies interested in Albanian relief and rehabilitation planning and operations.

He will advise the Chief of the Balkan Mission on problems relating to Albania.

He will plan personnel requirements for the Albanian Mission and make recommendations with respect to the selection of personnel for the operations of the Albanian Mission.

II. DIVISIONAL ORGANIZATION

Requirements Coordination and Supply Bureau

To be responsible for planning and operations relating to the preparation and coordination of estimates of all relief and rehabilitation supply requirements.

To coordinate the supply functions of the Mission with those of any United States or United Kingdom supply authority, military or civilian, operating in the area.

To procure or make arrangements for the procurement of supplies for the refugee camps under the jurisdiction of the Mission.

To assist in the formulation of the requirements coordination and supply program for the Balkan nations.

To assemble the estimates of requirements for relief and rehabilitation supplies for operations in the area served by the Mission, as requested by the various bureaus and divisions of the Mission; to analyze such requests, to coordinate such requirements, and to present, for the approval of the Chief of Mission, a balanced program of such requirements together with supporting data to justify such requirements program.

To report to the Chief of Mission, after consultation with the several interested bureaus and divisions, upon the availability of local supplies, and to arrange, with the approval of the Chief of Mission, for the purchase of such supplies as may be required for operations in the area served by the Mission.

To estimate, in the light of the availability of local supplies and relief and rehabilitation needs, the amounts and kinds

of such supplies required to be imported for appropriate time periods of the UNRRA operations.

To arrange for the importation of such supplies as may be required within the area and to prepare shipping schedules for such importations.

To keep operating records of all requirements approved by the Chief of Mission and of all purchases and imports.

Generally, to exercise control of the import and export of supplies of the Mission.

Distribution and Transport Bureau

The Distribution and Transport Bureau will be responsible for the formulation of operating plans for the distribution of all relief and rehabilitation supplies and for the warehousing, storage and transport of the same. It will operate through a Distribution Methods and Control Branch, an Inland Transport Branch, and a Warehouse Branch as follows:

Distribution Methods and Controls Branch

To determine the various agencies, public as well as private, which may be utilized for the physical distribution of relief and rehabilitation supplies.

To study economic channels of distribution in the area, including wholesale and retail trade, producers and consumers cooperatives, trade associations, brokerage practices and the like.

To assist in the preparation of operating plans for the Balkan nations for the most effective distribution of relief and rehabilitation goods and materials in the light of the overall programs, taking into consideration wholesale and retail facilities and practices, producers and consumers cooperatives, trade associations, brokerage and marketing practices.

To advise upon rationing and price control systems in the Balkan nations; to evaluate their effectiveness; and to suggest adjustments or modifications designed to strengthen UNRRA's relief and rehabilitation program.

To advise the Requirements Coordination and Supply, the Distribution and Transport and other appropriate bureaus and divisions of

the Mission of the effect of the importation and distribution of relief and rehabilitation supplies and of proposed rehabilitation programs upon the economy of the Balkan countries.

On the basis of the overall program for relief and rehabilitation and with the cooperation of the several responsible bureaus and divisions to select such channels as may be appropriate for securing the effective distribution of relief and rehabilitation supplies.

To study the need for rationing and allocation of civilian goods, and the efficacy of any such plans which may currently be in operation on the area, and to make recommendations to the Chief of Mission for needed modifications of existing plans for the rationing and allocation of civilian goods.

Continually to evaluate the need of control over the prices of consumer goods and to appraise the efficacy of existing price controls, if any, in cooperation with other divisions of the Mission, and to make recommendations for needed modifications in such plans.

To prepare and supervise the execution of plans for the distribution of relief and such other supplies as may be required in the refugee camps under the jurisdiction of the Mission.

To assist in the formulation of plans for the distribution of relief and rehabilitation supplies in the Balkan nations.

To devise and install or arrange for the installation of procedures for the distribution of relief and rehabilitation goods and materials within the Balkan nations and to organize the

distribution media for their most effective use.

To supervise the execution of distribution plans by the field staff and to advise the Chief of Mission and the Financial Adviser upon the operation of such plans.

To consult and collaborate with the Financial Adviser and the Divisions of Agricultural Rehabilitation, Industrial Rehabilitation, Welfare, Displaced Persons and Health, in the preparation of plans, procedures and arrangements for the distribution of relief and rehabilitation supplies and materials in the area.

To be responsible for the distribution, regardless of the media used, of all relief and rehabilitation supplies in the area within the jurisdiction of the Mission.

Inland Transport Branch

To devise appropriate transport procedures, including procedures for transport orders, bills of lading, the receipt of imported goods at ports and the removal of such goods from vessels to appropriate warehouses; and to coordinate such procedures with the arrangements for distribution in the area.

To supervise or arrange for the supervision of the unloading at ports, of relief and rehabilitation goods consigned to the Mission; the release of relief and rehabilitation goods from warehouses; and the transportation of such goods by land and sea throughout both mainland and island areas.

In cooperation with the Industrial Rehabilitation Division, to devise plans for more effective use of existing transport facilities (including army transport) or to prepare plans for the im-

portation of vehicles or vessels needed for inland or inter-island transport.

Warehousing Branch

To supervise or arrange for the supervision of warehousing and other storage facilities.

In cooperation with the Industrial Rehabilitation Division, to devise plans for more effective use of existing storage facilities or to prepare plans for establishing essential storage facilities.

Finance and Administration Bureau

To be responsible for the personnel administration of the Mission and to make recommendations with respect to the selection of locally employed personnel.

To be responsible for the institution and administration of a training program for employees of the Mission and of the voluntary societies whose activities have been integrated into those of UNRRA.

To be responsible for the installation and maintenance of proper accounting, statistical, record-keeping, business management, and administrative services procedures for the Mission.

The bureau will function through a Personnel and Training Branch, an Accounting Branch, a Finance Branch, a Statistics Branch and an Administrative Services Branch whose duties will be as follows:

Personnel and Training Branch

To carry out, in accordance with established policies, all functions of personnel management within the scope of the Mission's responsibilities, including the initiation of recommendations with respect to recruitment, selection, appointment and separation of employees, and other phases of personnel management.

To institute and administer a general overall training program for all persons under the administrative jurisdiction of the Mission designed to interpret the principles and program of the Administration; in cooperation with the heads of the several

offices and divisions to provide specialized training in field techniques and procedures and in the language and customs of the Balkan nations; and with the approval of the Chief of Mission, to make use of qualified personnel of the Mission in the conduct of the training program.

Accounting Branch

To maintain records of relief and rehabilitation supplies allocated to or purchased by the Mission and to account for the disposition of such goods.

To maintain proper inventory control of stocks of relief and rehabilitation goods.

To maintain records of the relief and rehabilitation funds of the Mission and to account for the disposition of such funds.

To institute a uniform system of accounting and reporting for the Mission and the refugee camps, to review accounting records of such camps.

To prepare budget estimates for the field mission for approval of the Chief of Mission and submission to the London and Washington offices.

Finance Branch

To be responsible for all funds received in such depository or depositories as may be designated by the Director General, such funds will include contributions made by the member government or governments served by the Mission, donations from private agencies, institutions and individuals, and cash revenues received from all

other sources such as sales of commodities, etc.; will be responsible for disbursement, withdrawal and transfer of funds, including accountability for petty cash expenditures and cash advances made to members of the Mission staff for travel expenses or for other purposes; will be responsible for the custody of securities or other negotiable instruments which may from time to time come into the possession of the Mission; will make recommendations to the Mission Chief concerning the adequacy of surety coverage of persons exercising financial or fiscal or other custodial responsibility; will consult, advise with and present definite recommendations to the Mission Chief in connection with the formulation and promulgation of overall policies governing the financial functions of the Mission; will advise and counsel with and otherwise assist the responsible officers and employees of the Mission in the determination of cash requirements for the conduct of the Mission's activities in the field; will direct the installation and maintenance of such procedures as may be required to effectuate sound financial controls; will be responsible for maintaining full and accurate accounts together with appropriate documents appertaining to all moneys received and expended; will be responsible for reconciliation of all bank accounts; will be responsible for the preparation of regular and special reports and statements reflecting the status of cash received, expended, on hand, in banks, and in the form of advances to staff members and representatives of the Mission; will assume such other duties and responsibilities as may be delegated by the Chief of Mission.

Statistics Branch

To be responsible for the collection and compilation of all operating and financial statistics, for the Bureau of Finance and Administration and, as required, to prepare special statistical reports for the Chief of Mission.

Administrative Services Branch

To serve as the procurement agency for the Mission for necessary materials and supplies, other than relief and rehabilitation supplies, and to operate the stockrooms and supplies service, for such supplies.

To be responsible for the procurement of office space for the headquarters office of the Mission and to be responsible for such maintenance, alterations, and repairs as may be necessary.

To provide such central stenographic and typing services as may be required.

To maintain the central files of the Mission.

To provide messenger service.

To collect and despatch all outgoing mail and cables.

To open, date, time-stamp, sort, and distribute incoming mail.

To maintain and check attendance reports and, if required, to prepare and check payrolls.

To operate such library service as the Mission may require.

To operate or plan the operation of such motor and other vehicles as may be necessary for the performance of the functions of the headquarters office.

Generally, to be responsible for business management of the Mission.

Food and Agricultural Rehabilitation Division

To survey and determine the level of agricultural production, and the extent of the need for agricultural rehabilitation in the Balkan Nations, including rehabilitation of fisheries and the re-instatement of agricultural labor.

To assist in the formulation of plans for agricultural rehabilitation, and for the increase of essential agricultural production in the Balkan Nations; and, in collaboration with the Division of Industrial Rehabilitation, to formulate plans for necessary rehabilitation of plants engaged in the processing of food, and in the manufacture of fertilizer, insecticides, and other essential agricultural supplies and equipment in the Balkan Nations.

To assist the Distribution and Transport Bureau in the preparation of plans for the transport, storage and distribution of food and agricultural supplies.

To prepare and supervise the execution of plans for such agricultural activities as may be required in the refugee camps under the jurisdiction of the Mission.

To survey and report upon the availability of local supplies such as food, seed and livestock and to estimate the amount of such supplies required to be imported; to survey and report upon the availability of local agricultural rehabilitation supplies such as agricultural implements and machinery, fertilizers and insecticides, and, in collaboration with the Division of Industrial Rehabilitation, to estimate the import requirements of plants which should or could

be rehabilitated, and supplies required to be imported.

To present to the Requirements Coordination and Supply Bureau requests for agricultural supplies for the refugee camps.

To supervise field operations and technical personnel of the Mission relating to agricultural program; to render technical assistance to the field staff in the execution of such program and to make recommendations for its more effective execution.

Health Division

To prepare, in cooperation with the Welfare and Displaced Persons Divisions, plans for health and medical care of displaced persons in the area served by the Mission, and to supervise the rendering of such care to persons in refugee camps, and of the required public health services in such camps.

On the basis of the plans prepared, to present to the Requirements Coordination and Supply Bureau requests for essential medical and sanitary supplies for the area served by the Mission.

Under the direction of the Chief of Mission to institute and supervise programs for the training in UNRRA health service operations of the personnel of the voluntary relief societies whose activities are integrated into those of UNRRA.

To supervise field operations by the health personnel of the Mission; to render technical assistance to the field staff; to make recommendations for the more effective execution of the program by the field staff.

To survey and determine the extent of the needs with respect to public health services and sanitation in the Balkan Nations.

To assist in the formulation of the Health and Medical care program for the Balkan Nations, including plans relating to improvement of public health and sanitation; the control of communicable diseases; the prevention of the introduction of disease from other areas; the rehabilitation of hospital and clinical facilities; and plans for the administration of laws and regulations relating to public health, sanitation, manufacture and dis-

tribution of medical, biologic, and analogous products, maritime and international quarantine, communicable disease control, etc,

Welfare Division

Under the direction of the Chief of Mission, to institute and supervise training in UNRRA Welfare operations of both UNRRA staff and personnel of the Voluntary Societies whose activities are integrated into those of UNRRA.

To supervise the welfare aspects of field operations of the Mission and to supervise and coordinate activities of personnel of all Voluntary Societies in the welfare field and to make recommendations of the effective execution of the program by the field staff.

To furnish technical advice and assistance to other Divisions and District Offices on the welfare aspects of their work and to consult with other Divisions on welfare problems whose solution will require the assistance of those divisions.

To assist the local administrations in setting up centers for the relief of those persons who are destitute, including evacuees, and to provide so far as practicable necessary welfare services for such people.

To assist in the drawing up of plans for the welfare aspects of the relief program of the Balkan Nations, including the distribution of relief to special classes of displaced persons (the destitute, children, nursing mothers and pregnant women, the disabled and the aged), the provision of emergency shelter, the formulation of standards for determining the needs of individuals and families and groups requiring welfare services and ascertaining ability to pay for relief supplies, the creation of plans for the restoration, mobilization and operation of community welfare programs.

Displaced Persons Division

To give technical advice and assistance in the operation of the refugee camps under the jurisdiction of the Mission and to formulate, with the assistance of the appropriate divisions, plans for the care, repatriation or return to their homes and reception in countries of destination, of such displaced persons.

Under the direction of the Chief of Mission to institute and supervise programs for the training in UNRRA's displaced persons operational programs, of the personnel of voluntary societies whose activities are integrated into those of the Displaced Persons Division of UNRRA.

To conduct negotiations, as required, with respect to displaced persons with the governmental or military authorities of the area of the Mission, subject to the knowledge and approval of the Chief of Mission; and to be responsible for implementing the results of such negotiations with respect to the removal from or entry into the area of displaced persons.

To conduct negotiations, as required, with the Inter-governmental Committee on Refugees and the International Red Cross on matters relating to displaced persons, subject to the knowledge and approval of the Chief of Mission.

To collect information and report on the numbers, location and condition of displaced persons.

To plan and devise methods for the location and identification of displaced persons and to secure agreement on uniform documentation.

To advise on special requirements in the registration of such persons.

To assist in arranging for determination of the citizenship of such persons.

To advise on the formulation of instructions to displaced persons, directing them to reception centers, and with respect to arrangements for registration, medical examinations, the presentation of citizenship claims, personal communications, and other steps preparatory to repatriation or return.

To plan, in collaboration with the Chief of Mission, for necessary travel documents and for the transportation of displaced persons to their countries of destination.

To assist in the formulation of operating programs relating to displaced persons in the Balkan Nations and for the repatriation of nationals of the Balkan Nations.

To cooperate with interested governments, the Health Division, the military authorities, and appropriate international organizations, in the prevention and control of epidemics which may occur in connection with the establishment and maintenance of refugee camps, repatriation projects, and projects for the return of displaced persons to their homes.

Industrial Rehabilitation Division

To survey and determine, for the Balkan Mission, the level of industrial production and extent of the need for rehabilitation of industries engaged in the production of consumers goods, mining, transport, public utilities and other services, and industries; the need for repair and construction of industrial buildings; in cooperation with the Welfare Division, the extent of the need for shelter for individual families or groups of families, and the repair of existing shelter and the construction of new shelter.

To develop within the scope of the Administration's activities, a program for the rehabilitation of manufacturing, mining, transport, and public utility industries, of essential public services, and of shelter in the Balkan Nations; and in collaboration with the Agricultural Division to devise plans for the rehabilitation of food processing and agricultural machinery, fertilizers and similar industries.

To survey and report upon the availability of local supplies for such industrial rehabilitation, transport and civilian shelter activities, and to estimate the amount of such supplies required to be imported.

To assist and collaborate with the Financial Adviser and the Requirements Coordination and Supply and Distribution and Transport Bureaus in the formulation of plans for the storage, transport and distribution in such countries of such supplies and materials.

To prepare and supervise the execution of such plans for

industrial activities and shelter for displaced persons as may be required in the refugee camps under the jurisdiction of the Mission.

To present to the Requirements Coordination and Supply Bureau requests for such industrial, transport and shelter supplies as may be required in such camps.

To supervise the field operations of the Industrial Rehabilitation Division personnel of the Mission engaged in industrial activities; to institute and supervise programs for the training of such personnel; to render technical assistance to the other divisions of the Mission requiring technical services in engineering, industrial and other specialized fields in the execution of such programs; to make recommendations for the more effective execution of the program by the field staff. The several functional divisions and the Requirements Coordination and Supply and Distribution and Transport /Bureaus shall collaborate with the Division of Industrial Rehabilitation on all matters within their own spheres of responsibility which relate to industrial rehabilitation.

CAMPS AND TRANSIENT CENTERS DIVISION

Under the direction of the Chief of Mission, to formulate policies and establish standards for the operation of transient centers for temporarily displaced persons within the Balkans, or camps for persons unable to return to their homes pending the liberation of their country.

To confer with the Directors of the Divisions of Health, Welfare, Displaced Persons, and Industrial Rehabilitation at Mission Headquarters in order to correlate their programs as they relate to the operation of transient centers or camps and to prepare for the Chief of Mission comprehensive plans for all phases of transient centers or camp administration.

To advise the Chief of Mission and the interested division on the methods of administration and maintenance of transient centers or camps and problems relating to the shelter, feeding, clothing, and sanitary facilities.

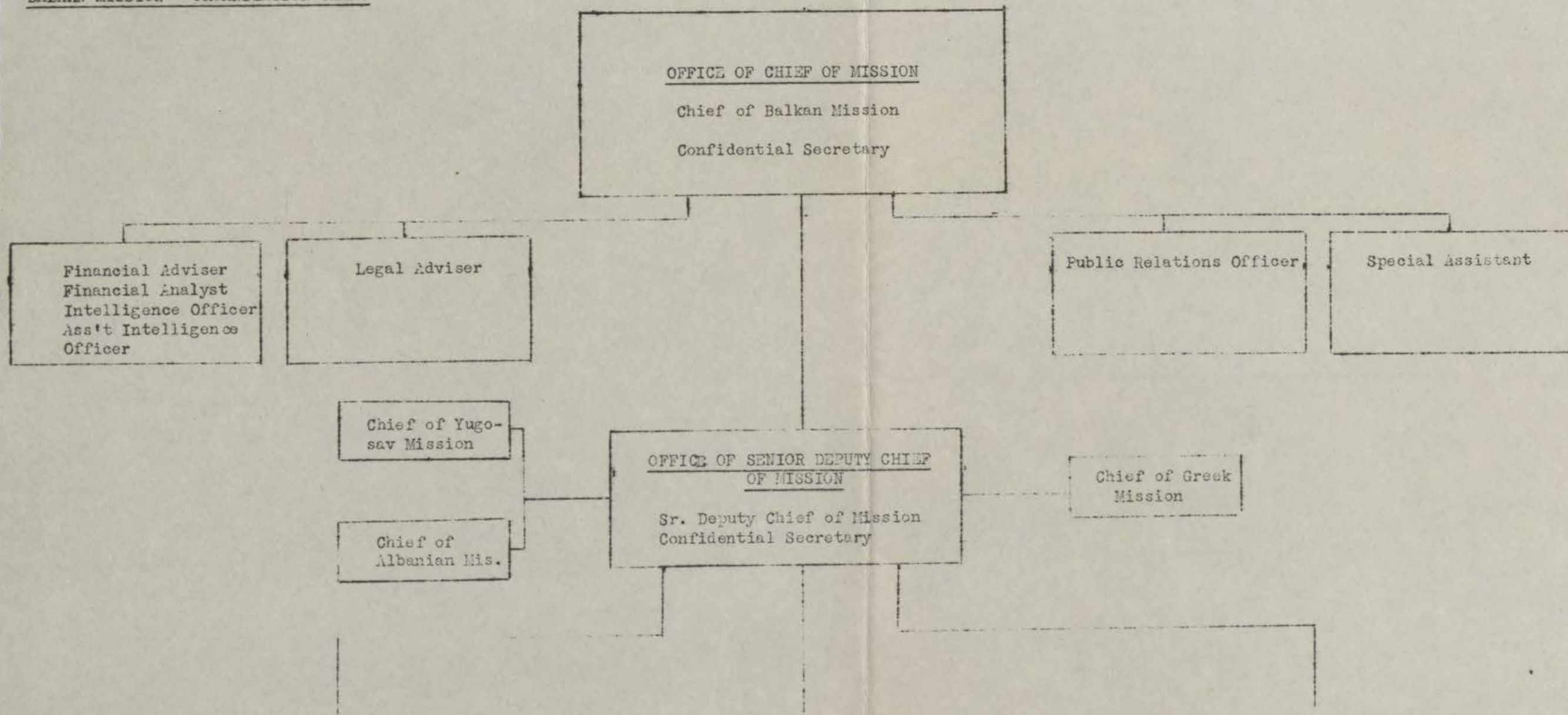
To select the area in which the transient centers or camps are to be located.

To prepare the overall requirements for supplies, services and personnel needed for the carrying out of this program, and to represent the Chief of Mission in camp operations in the field.

Middle East Camp Administration

The Middle East Camp Administration office will be immediately responsible for the operation of all Refugee Camps and camp activities in the Middle East, and for coordinating the activities of the functional Bureaus and Divisions in relation to Camps and camp activities.

BALKAN MISSION - ORGANIZATION CHART



BUREAU OF FINANCE &
ADMINISTRATION

Deputy Chief
Personnel and Training
Officer
Chief Accountant
Ass't Accountant
Finance Officer
Administrative Officer
Statistician
Secretarial Pool

BUREAU OF REQUIREMENTS
COORDINATION & SUPPLY

Deputy Chief
Requirements Coordination and Supply
Specialist

BUREAU OF DISTRIBUTION
AND TRANSPORTATION

Deputy Chief
Price Control Spec.
Rationing Specialist
Marketing Specialist
Chief Warehouseman
Ass't Chief Warehouseman
Chief Transport Officer
Ass't Chief Transport
Officer

CAMP ADMINISTRATION FOR MIDDLE EAST

Director of Camp Administration
Deputy Director of Camp Administration

AGRICULTURAL
REHABILITATION DIVISION

Director
Agricultural Rehabilitation Specialist

HEALTH DIVISION

DISPLACED PERSONS
DIVISION

Director
Displaced Persons Specialist

WELFARE DIVISION

Director
Welfare Specialist

INDUSTRIAL
REHABILITATION DIVISION

Director
Industrial Rehab. Spec.
Associate Engineer

TRANSIENT CENTERS
DIVISION

Director
Executive Assistant

Decision
Balkan Mission *App III*

COPY OF CABLE 6 APRIL 1944 ANNOUNCING BALKAN MISSION APPOINTMENTS

From Lehman in Cairo to Salter in Washington

For Salter from Lehman, No. 47

UNRRA Balkan Mission organization chart agreed to by military here and approved by me today. Following principal appointments made:

Matthews, Chief of Mission
Gerstenzang, Deputy Chief for Distribution and Transport
Roseman, Deputy Chief for Finance and Administration
Brown, Director Health Division
Kelsey, Director Food and Agricultural Rehabilitation Division
Archer, Chief of Greek Mission

Following additional personnel for Cairo Headquarters Balkan Mission are classified as first priority and qualified candidates should be located as soon as possible so that actual hiring can be effected immediately upon my return:

Senior Deputy Chief of Mission
Economic Adviser
Public Relations Officer
Deputy Chief of Mission for Requirements and Supply

Three requirements specialists in ocean shipping, import-export, and local procurement. Three specialists in requirement coordination and justification. Senior Accountant, Personnel and Training Officer, Budget (Finance) Officer, Specialist in Agricultural Production, Specialist in Livestock and Veterinary Services, Specialist in Agricultural Equipment and Supply, Chief Distribution Methods Branch, Three price control and ration specialists, Chief and Assistant Chief Transportation Planning Officers, Chief and Assistant Chief Warehouse Planning Officers. Director Welfare Division Welfare specialist in Voluntary Agency Relations, Child Welfare specialist, approximately six additional welfare specialists in such fields as emergency feeding, refugee camp welfare activities, community welfare activities and welfare problems of physically handicapped. Director Displaced Persons Division. Director Industrial Rehabilitation Division. Five Industrial Rehabilitation specialists in public utilities, food processing, textiles, shelter and fuels. Approximately 10 confidential secretaries of UNRRA grade five also required. Remaining clerical staff can probably be obtained locally.

Xanthaky bringing detailed statement regarding medical personnel needs.

Above positions will be filled from candidates available in U.S., U.K. or Cairo. Jackson will ascertain London possibilities and Matthews will advise on personnel who may be located in Cairo. Final selection will be made by Washington after clearance with Cairo.

KIRK

ARoseman:ehb
6 April 1944

Dugan

APP II

Balkan Mission
File

2 February 1944

TO: Sir Arthur Salter Dr. Crabtree
Mr. Roy Hendrickson Mr. Fried
Miss McGeachy Mr. Jackson
Mr. Warren Mr. Dayton
Mr. Roseman Mr. Osborne
Mr. Weigel

FROM: Mr. Mihail Andrew Menshikov

SUBJECT: Administrative Plan for the Balkan Mission - Cairo Office

Annexed is revised statement and chart of the functions and organization of the Balkan Field Mission in Cairo, together with a list of mission personnel requirements. This draft was prepared after consultation with the Bureau and Division Directors, and, incorporates the basic suggestions or changes recommended by them.

The purposes of the Mission will be (1) to formulate operating plans for relief and rehabilitation activities in Greece, Yugoslavia, Albania, and such other Balkan countries as may become fields of UNRRA operations, and (2) to operate the refugee camps which will fall under the jurisdiction of UNRRA, and (3) to conduct specialized, as well as general, overall training programs for all persons under the administrative jurisdiction of the Mission.

The essential character of the organization is that of a field mission, both from the viewpoint of the operation of the refugee camps and the formulation of plans for Balkan operations. In both of these fields the Mission will work in conjunction with the Military Command and the Greek and Yugoslav governments now functioning in Cairo. In principle, therefore, the proposed organizational structure follows that which is contemplated for separate country missions such as those for Greece and Yugoslavia.

At the present stage of UNRRA organization, necessity requires that Washington take the initiative in practically all organizational problems. During this formative period direct control over the Balkan Mission will come from Washington through the Bureau of Areas. The Chief of Mission will be the administrative officer in active charge of all planning and operations undertaken by the Mission. He will be assisted by a Deputy Chief who will serve as his executive officer.

The Chief of Mission will be responsible to the Deputy Director General for the Bureau of Areas in Washington. Policy will be made in Washington. Policy decisions will be executed by the Bureau of Areas acting through the Chief of Mission. All communications between the Mission and Washington will be channeled through the Deputy for that Bureau. As the form and organization of the London Regional Office take shape; and as Mission operations are accelerated, it is quite likely that there will be a delegation of authority from Washington to London. To the extent that it is practicable and desirable, this will permit a decentralization of direct control over many aspects of day to day operations, subject, however, to general policy instructions from Washington.

However, even at this early stage, it is essential that there be a complete and constant exchange of intelligence between Cairo, Washington and London. Similarly, London and Washington must keep each other informed on major developments in Balkan planning and operational matters.

The organizational plan breaks down into three principal categories:

1. The Office of the Chief of Mission
2. The Divisional Units
3. The Refugee Camps

Office of the Chief of Mission

Consisting of the Chief of Mission, Deputy Chief, Special Assistant to the Chief, Economic Adviser and two Deputies to the Chief, one in charge of Greek (and Albanian) planning, the other in charge of Yugoslav planning. No provision has been made at this time for a legal adviser, or for a public relations officer. However, these staff officers are considered essential in a fully developed country mission such as is contemplated for Greece or Yugoslavia. As soon as conditions warrant they should be included in the Balkan Mission.

Divisional Units

The Administration and Finance, Supply and Transport, and Distribution Divisions perform an overall function, servicing the entire mission. The five functional divisions, namely Health, Welfare, Displaced persons, Agricultural Rehabilitation and Industrial Rehabilitation, perform functions of a specialized nature, each responsible for its own sphere of activity. Coordination will come through the Chief of Mission.

Refugee Camps

The Chief of Mission will be responsible for the overall operation of the refugee camps and the coordination of divisional activities in such camps. Certain of the camp activities will be his direct operating responsibility. In others, such as health, welfare services, agricultural and industrial activities, and arrangements for movement and repatriation, he will act with necessary technical assistance provided by the appropriate functional divisions.

Planning Activities

The Mission does not have an overall planning function on the policy level. Its planning function will be to formulate operating plans for specific Balkan countries. The formulation of a cohesive plan for each country requires central responsibility and direction. It is for this reason that we propose the establishment, in the Office of the Chief of Mission, of the Office of Greek Planning and the Office of Yugoslav Planning in charge of Deputies who will serve under the supervision of the Chief of Mission. These officers will have responsibility for planning operations for Greece (and Albania) and Yugoslavia respectively. Plans prepared in Cairo will not be definitive. They will be transmitted to London and Washington where they will be reviewed and, as required, modified or altered.

These planning operations in functional fields such as health and welfare services, and in the supply and transport and distribution fields, will be done with the assistance of personnel detailed by the Chief of Mission from the several functional divisions and from the Supply and Transport and Distribution Divisions, to the Offices of Greek and Yugoslav Planning. Thus, the preparation of the operating plans will proceed along the same lines of administrative responsibility as we consider essential in field operations. It is anticipated that, when the field missions are set up in the several Balkan Countries, this experienced technical and supply personnel will be available for the actual carrying out of the plans formulated with their assistance.

Personnel Requirements

The Personnel schedule represents personnel requirements when the mission office reaches full strength. Immediate requirements should not exceed thirty persons. At least ten professionals can be drawn from the UNRRA-MERRA staff now in Cairo. A substantial part of the clerical and bookkeeping force will be recruited locally. In any event, more than half of the total personnel can be temporarily used, while awaiting entrance into their respective areas, in refugee camp activities. In view of the 1,500 personnel goal set up by MERRA for the private agencies, it is felt that the suggested personnel setup is extremely modest.

Draft - tentative - 2/22/44
For Discussion Only

Office of the Chief of Mission

The Chief of Mission will be the ranking UNRRA official of the Mission. His duties will be:

To exercise active control and supervision of the administration of the Divisions and Offices of the Mission and of all relief and rehabilitation operations undertaken by the Mission.

To maintain liaison and supervise liaison activities with appropriate military authorities, governments, governmental and inter-governmental agencies.

To integrate activities of all private voluntary societies interested in Balkan relief and rehabilitation planning and operations, with those of UNRRA; to institute and supervise programs for the training of the personnel of each society in UNRRA operations in the fields of health, displaced persons, welfare services, and such other fields as may be required; and to supervise and direct the use of the personnel and of the supply resources of such societies in such operations of UNRRA.

Unofficially, to represent UNRRA on the Executive Board of the Balkan Supply Center and to be responsible for the coordination of all UNRRA activities relating to the Balkan Supply Center.

To supervise and direct the operation of refugee camps falling within the jurisdiction of the Mission.

To supervise and direct the planning of the several Balkan programs of relief and rehabilitation.

To detail personnel between the several divisions and offices as needed.

To keep in constant touch with the work of the Mission and, together with the Deputy Chief of Mission, to meet with the individual office and divisional chiefs at frequent intervals to discuss office and divisional problems.

To constitute the Office and Divisional Chiefs as an informal executive board of the Mission; and, together with the Deputy Chief of Mission, to meet with such executive Board at frequent and regular intervals.

The staff of the Chief of Mission will be as follows:

A Deputy Chief of Mission, who will serve as the Executive Officer of the Chief of Mission. Under the direction of the Chief of Mission he will supervise the activities of the various divisions of the Mission and will assist the Chief in the supervision of the offices of the Mission, as the Chief may require. He will assist the Chief in conducting liaison activities. He will act as Chief of Mission in the absence of the Chief.

A Special Assistant to the Chief, who, as directed by the Chief of Mission, will work with the several divisions and offices of the Mission on particular problems, and will perform such other functions as the Chief may direct.

A Deputy Chief for the Office of Greek (Albanian) Planning, who will be responsible for the development and integration of the relief and rehabilitation program for Greece (and Albania) for the post military period and, when requested, for furnishing assistance in development of plans for relief and rehabilitation activities in Greece during the military period. He will be assisted by personnel assigned by the Chief of Mission from the appropriate technical divisions.

As authorized by the Chief of Mission, he will maintain liaison with the Military Authorities, governments, governmental and inter-governmental agencies and private voluntary societies interested in Balkan relief and rehabilitation planning and operations.

He will advise the Chief of Mission on problems relating to Greece (and Albania).

He will plan personnel requirements for the Greek (and Albanian) Mission and make recommendations with respect to the selection of personnel for the operations of the Greek (and Albanian) Mission.

A Deputy Chief for the Office of Yugoslavian Planning, who will be responsible for the development and integration of the relief and rehabilitation program for Yugoslavia for the post military period and, when requested, for furnishing assistance in the development of plans for relief and rehabilitation activities in Yugoslavia during the military period. He will be assisted by personnel assigned by the Chief of Mission from the appropriate technical divisions.

As authorized by the Chief of Mission, he will maintain liaison with the military Authorities, governments, governmental and inter-governmental agencies and private voluntary societies, interested in Balkan relief and rehabilitation planning and operations.

He will advise the Chief of Mission on problems relating to Yugoslavia.

He will plan personnel requirements for the Yugoslavian Mission and make recommendations with respect to the selection of personnel for the operations of the Yugoslavian Mission.

An Economic Adviser, whose duties will be:

To advise the Chief of Mission and the several office and divisions of the Mission on the economic aspects of UNRRA operations in the area and on all economic problems arising out of the operations of the Mission.

To act as the intelligence agency for the Mission, gathering economic, social and other intelligence from the offices and divisions of the Mission; and from all available outside sources; to assemble, analyze and transmit such intelligence to the Washington and London offices of the Administration.

To assist, in cooperation with the Distribution and other appropriate divisions, the Offices of the Greek and Yugoslav Missions in the preparation of an operating plan for those countries for the most effective distribution of relief and rehabilitation goods and materials in the light of the overall program, taking into consideration wholesale and retail facilities and practices, producers and consumers cooperatives, trade associations, brokerage and marketing practices.

To advise the Mission upon rationing and price control systems in Greece and Yugoslavia; to evaluate their effectiveness; and to suggest adjustments or modifications designed to strengthen UNRRA's relief and rehabilitation program.

To advise each of the offices and divisions of the Mission upon economic factors bearing upon the effective utilization of relief supplies, and upon the relationship to the proper functioning of the program of economic factors such as the availability or lack of supplies, effective price controls, and adequate distribution facilities.

To advise the Supply and Transport, and Distribution and other appropriate divisions of the Mission of the effect of the importation and distribution of relief and rehabilitation supplies and of proposed rehabilitation programs upon the economy of the Balkan countries.

If so directed by the Chief of Mission, to report upon the ability of the Greek and Yugoslav Governments to finance and pay for relief and rehabilitation operations.

DIVISIONAL ORGANIZATION

The functions of the several Divisions of the Mission will be:

WELFARE DIVISION

To supervise the operation of the welfare aspects of the refugee camps under the jurisdiction of the Mission and to render appropriate welfare services to displaced persons and refugees..

To present to the Supply Division requests for the supplies required to carry out the welfare program in the area under the jurisdiction of the Mission.

Under the direction of the Chief of Mission to institute and supervise programs for the training in UNRRA welfare services operations of the personnel of the voluntary relief societies whose activities are integrated into those of UNRRA.

To supervise the welfare aspects of field operations of the Mission and to supervise and coordinate activities of personnel of all voluntary societies in the welfare field, and to make recommendations for the more effective execution of the program by the field staff.

To furnish technical assistance to the other Divisions and the District Offices on the welfare aspects of their work and to consult with the other Division on welfare problems involving the work of such divisions.

Under the direction of the Office of Greek Planning and the Office of Yugoslav Planning, respectively, to assist in the formulation of plans for welfare activities for Greece and Yugoslavia, including plans for the restoration, mobilization, and operation of community welfare programs, for the distribution of food and clothing to persons without adequate resources, for provision of emergency shelter, and the formulation of standards for determining the needs of individuals and families and groups requiring special welfare services, and for ascertaining ability to pay for relief supplies.

HEALTH DIVISION

To prepare, in cooperation with the Welfare and Displaced Persons Divisions, plans for health and medical care of displaced persons in the area served by the Cairo Mission, and to supervise the rendering of such care to persons in refugee camps, and of the required public health services in such camps.

On the basis of the plans prepared, to present to the Supply Division requests for essential medical and sanitary supplies for the area served by the Mission.

Under the direction of the Chief of Mission to institute and supervise programs for the training in UNRRA health service operations of the personnel of the voluntary relief societies whose activities are integrated into those of UNRRA.

To supervise field operations by the health personnel of the Mission; to render technical assistance to the field staff; to make recommendations for the more effective execution of the program by the field staff.

To survey and determine the extent of the needs with respect to public health services and sanitation in the several Balkan countries in which UNRRA will operate.

Under the direction of the Office of Greek Planning, and the Office of Yugoslav Planning, to assist in the formulation of the Health and Medical Care programs for Greece and Yugoslavia, including plans relating to improvement of public health and sanitation; the control of communicable diseases; the prevention of the introduction of disease from other areas; the rehabilitation of hospital and clinical facilities; and plans for the administration of laws and regulations relating to public health, sanitation, manufacture and distribution of medical, biologic, and analogous products, maritime and international quarantine, communicable disease control, etc.

DISPLACED PERSONS DIVISION

To give technical advice and assistance in the operation of the refugee camps under the jurisdiction of the Mission and to formulate, with the assistance of the appropriate divisions, plans for the care, repatriation or return to their homes and reception in countries of destination, of such displaced persons.

Under the direction of the Chief of Mission to institute and supervise programs for the training in UNRRA's displaced persons operational programs, of the personnel of voluntary societies whose activities are integrated into those of the Displaced Persons Division of UNRRA.

To conduct negotiations, as required, with respect to displaced persons with the governmental or military authorities of the area of the Mission, subject to the knowledge and approval of the Chief of Mission; and to be responsible for implementing the results of such negotiations with respect to the removal from or entry into the area of displaced persons.

To conduct negotiations, as required, with the Inter-governmental Committee on Refugees and the International Red Cross on matters relating to displaced persons, subject to the knowledge and approval of the Chief of Mission.

To collect information and report on the numbers, location and condition of displaced persons.

To plan and devise methods for the location and identification of displaced persons and to secure agreement on uniform documentation.

To advise on special requirements in the registration of such persons.

To assist in arranging for determination of the citizenship of such persons.

To advise on the formulation of instructions to displaced persons, directing them to reception centers, and with respect to arrangements for registration, medical examinations, the presentation of citizenship claims, personal communications, and other steps preparatory to repatriation or return.

To plan, in collaboration with the Chief of Mission, for necessary travel documents and for the transportation of displaced persons to their countries of destination.

Under the direction of the Office of Greek Planning and the Office of Yugoslav Planning to assist in the formulation of operating programs relating to displaced persons in Greece and Yugoslavia and for the repatriation of nationals of those countries.

To cooperate with interested governments, the Health Division, the Military Authorities, and appropriate international organizations, in the prevention and control of epidemics which may occur in connection with the establishment and maintenance of refugee camps, repatriation projects, and projects for the return of displaced persons to their homes.

AGRICULTURE DIVISION

To survey and determine the extent of the need for agricultural rehabilitation in the Balkan countries in which UNRRA will operate, including rehabilitation of fisheries and the reinstatement of agricultural labor.

Under the direction of the Office of Greek Planning and the Office of Yugoslav Planning respectively, to assist in the formulation of plans for agricultural rehabilitation, and for the increase of essential agricultural production in Greece and Yugoslavia; and, in collaboration with the Division of Industrial Rehabilitation, to assist in the formulation of plans for necessary rehabilitation of plants engaged in the processing of food, and in the manufacture of fertilizer, insecticides, and other essential agricultural supplies and equipment in such countries.

To assist the Supply and Transport and Distribution Divisions in the preparation of plans for the transport, storage and distribution of food and agricultural supplies.

To prepare and supervise the execution of plans for such agricultural activities as may be required in the refugee camps under the jurisdiction of the Mission.

To survey and report upon the availability of local supplies such as food, seed and livestock and to estimate the amount of such supplies required to be imported; to survey and report upon the availability of local agricultural rehabilitation supplies such as agricultural implements and machinery, fertilizers and insecticides, and in collaboration with the Division of Industrial Rehabilitation, to estimate the import requirements of plants which should or could be rehabilitated, and supplies required to be imported.

To present to the Supply Division requests for agricultural supplies for the refugee camps.

To supervise field operations and technical personnel of the Mission relating to agricultural program; to render technical assistance to the field staff in the execution of each program and to make recommendations for its more effective execution.

INDUSTRIAL REHABILITATION DIVISION

To survey and determine, for Balkan countries in which UNRRA will operate, the extent of the need for rehabilitation of industries engaged in the production of consumers goods, mining, transport, public utilities and other public services, and, in cooperation with the Welfare Division, the extent of the need for shelter for individual families or groups of families, and the repair of existing shelter and the construction of new shelter.

Under the direction of the Office of Greek Planning and the Office of Yugoslav Planning, respectively, to assist in developing within the scope of the Administration's activities, a program for the rehabilitation of manufacturing, mining, transport, and public utility industries, of essential public services, and of civilian shelter in Greece and Yugoslavia; and in collaboration with the Agricultural Division to devise plans for the rehabilitation of food processing and agricultural machinery, fertilizers and similar industries.

To survey and report upon the availability of local supplies for such industrial rehabilitation, transport and civilian shelter activities, and to estimate the amount of such supplies required to be imported.

To assist and collaborate with the Supply and Transport and Distribution Divisions in the formulation of plans for the storage, transport and distribution in such countries of such supplies and materials.

To prepare and supervise the execution of such plans for industrial activities and shelter for displaced persons as may be required in the refugee camps under the jurisdiction of the Mission.

To present to the Supply and Transport Division, requests for such industrial, transport and shelter supplies as may be required in such camps.

To supervise the field operations of the Industrial Rehabilitation Division personnel of the Mission engaged in industrial activities; to render technical assistance to the other divisions of the Mission requiring technical services in engineering, industrial and other specialized fields in the execution of such program; to make recommendations for the more effective execution of the program by the field staff.

SUPPLY AND TRANSPORT DIVISION

To be responsible for planning and operations relating to the preparation and coordination of requirements estimates; and to transport and storage of relief and rehabilitation goods in the area, and the scheduling of supply shipments.

To coordinate the supply, transport, storage and distribution functions of the Mission with those of the Balkan Supply Center or any other United States or United Kingdom supply authority, military or civilian, operating in the area.

To procure or make arrangements for the procurement and delivery of supplies, including transportation and storage, to the refugee camps under the jurisdiction of the Mission.

Under the direction of the Offices of Greek and Yugoslav Planning to assist in the formulation of the supply (requirements estimates), transport and storage programs for Greece and Yugoslavia.

The Division will function through its Supply and Transport and Storage Branches, the duties of which will be:

Supply Branch

To assemble the requirements for relief and rehabilitation supplies for operations in the area served by the Mission, as recommended by the various divisions of the Mission; to coordinate such requirements, and to present, for the approval of the Chief of Mission, a balanced program of such requirements program.

To survey and to report to the Chief of Mission upon the availability of local supplies, and to arrange with the approval of the Chief of Mission for the purchase of such supplies as may be required for operations in the area served by the Mission.

To estimate, in the light of the availability of local supplies and relief and rehabilitation needs, the amounts and kinds of such supplies required to be imported for appropriate time periods of the UNRRA operation.

To arrange for the importation of such supplies as may be required within the area and to prepare shipping schedules for such importations.

To keep operating records of all requirements approved by the Chief of Mission and of all purchases and imports.

Generally, to exercise control of the import and export of supplies of the Mission and of the movement of such supplies within the area.

Transport and Storage Branch

To devise appropriate transport and communication procedures, including procedures for the receipt of imported goods at ports and for the removal of such goods from vessels to appropriate warehouses, and to coordinate such procedures with the arrangements for distribution in the area.

To supervise or arrange for the supervision of the unloading at ports, of relief and rehabilitation goods consigned to the Mission; the warehousing and the release of such relief and rehabilitation goods; and the shipment of such goods throughout the area.

In cooperation with the Industrial Rehabilitation Division, to devise plans for more effective use of existing transport and storage facilities (including army transport) or to prepare plans for the importation of needed vehicles.

DISTRIBUTION DIVISION

To prepare and supervise the execution of plans for the distribution of relief and such other supplies as may be required in the refugee camps under the jurisdiction of the Mission.

To assist the Office of Greek Planning and the Office of Yugoslav Planning in the formulation of plans for the distribution of relief and rehabilitation supplies in those countries.

To devise and install or arrange for the installation of procedures for the distribution of relief and rehabilitation goods and materials within those countries and to organize the distribution media for their most effective use.

To supervise the execution of distribution plans by the field staff and to advise the Chief of Mission and the Economic Adviser upon the operation of such plans.

To consult and collaborate with the Economic Adviser and the Divisions of Agriculture, Industrial Rehabilitation, Welfare Services, Displaced Persons and Health, in the preparation of plans, procedures and arrangements for the distribution of relief and rehabilitation supplies and materials in the area.

To be responsible for the distribution, regardless of the media used, of all relief and rehabilitation supplies in the area within the jurisdiction of the Mission.

DIVISION OF FINANCE AND ADMINISTRATION

To be responsible for the personnel administration of the Mission and to make recommendations with respect to the selection of locally employed personnel.

To be responsible for the institution and administration of a training program for employees of the Mission and of the voluntary societies whose activities have been integrated into those of UNRRA.

To be responsible for the installation and maintenance of proper accounting, record-keeping, business management, and administrative services procedures for the Mission.

The Division will function through a Personnel and Training Branch, an Accounting Branch and an Administrative Services Branch whose duties will be as follows:

Personnel and Training Branch

To carry out, in accordance with established policies, all functions of personnel management within the scope of the Mission's responsibilities, including the initiation of recommendations with respect to recruitment, selection, appointment and separation of employees, and other phases of personnel management.

To institute and administer a general overall training program for all persons under the Administrative jurisdiction of the Mission designed to interpret the principles and program of the Administration; in cooperation with the heads of the several offices and divisions to provide specialized training in field techniques and procedures and in the languages and customs of countries in which operations will be conducted; and with the approval of the Chief of Mission, to make use of qualified personnel of the Mission in the conduct of the training program.

Accounting Branch

To maintain records of relief and rehabilitation supplies allocated to or purchased by the Mission and to account for the disposition of such goods.

To maintain proper inventory control of stocks of relief and rehabilitation goods.

To maintain records of the relief and rehabilitation funds of the Mission and to account for the disposition of such funds.

To institute a uniform system of accounting and reporting for the Mission and the refugee camps, to review accounting records of such camps.

To prepare budget estimates for the field mission for approval of the Chief of Mission and submission to the London and Washington offices.

Administrative Services Branch

To serve as the procurement agency for the Mission for necessary materials and supplies, other than relief and rehabilitation supplies, and to operate the stockrooms and supplies service, for such supplies.

To be responsible for the procurement of office space for the headquarters office of the Mission and to be responsible for such maintenance, alterations, and repairs as may be necessary.

To provide such central stenographic and typing services as may be required.

To maintain the central files of the Mission.

To provide messenger service.

To collect and despatch all outgoing mail and cables.

To open, date, time-stamp, sort, and distribute incoming mail.

To maintain and check attendance reports and, if required, to prepare and check payrolls.

To operate such library service as the Mission may require.

To operate or plan the operation of such motor and other vehicles as may be necessary for the performance of the functions of the headquarters office.

Generally, to be responsible for business management of the Mission.

BALKAN MISSION - CAIRO OFFICE

PERSONNEL REQUIREMENTS

- 1 Chief of Mission
- 1 Deputy Chief of Mission
- 1 Economic Adviser
- 1 Special Assistant to Chief of Mission

4

Office of Greek Planning

- 1 Deputy Chief of Mission for Greek Office
- 1 Special Assistant
- 1 Economic Adviser
- 1 Distribution Specialist

4

Office of Yugoslav Planning

- 1 Deputy Chief of Mission for Yugoslav Office
- 1 Special Assistant
- 1 Economic Adviser
- 1 Distribution Specialist

4

Welfare Division

- 1 Chief of Welfare Division
- 1 Deputy Chief
- 1 Professional on information and advice centres
- 2 Professionals on child care (not physicians)
- 2 Professionals on feeding
- 1 Professional on emergency shelter care
- 2 Professionals on occupational recreation and retraining and problems of the physically handicapped
- 1 Professional on welfare aspects on Industrial Rehabilitation
- 1 Professional to analyze existing governmental agencies and services in field of public welfare
- 2 Professionals on community welfare problems
- 6 Professionals on camp welfare programs

20

Health Division

- 1 Chief Medical Officer
- 1 Deputy Chief Medical Officer
- 4 Sanitary Engineers
- 1 Malariologist
- 4 Public Health Nurses
- 1 Maternal and Child Care Specialist (physician)
- 2 Public Health Officers

14

Revised

Displaced Persons Division

- 1 Chief - Displaced Persons
- 1 Deputy Chief - Displaced Persons
- 6 Field Workers - Displaced Persons
- 8

Agriculture Division

- 1 Chief - Agriculturist
- 1 Principal Agriculturist - production
- 1 Principal Agriculturist - marketing and processing
- 3 Senior Agriculturists
- 6

Industry Division

- 1 Chief - Industrial Rehabilitation
- 1 Utilities Engineer
- 1 Textile Engineer
- 1 Food Processing Engineer
- 1 Transport Engineer
- 1 Shelter Engineer
- 1 Electrical Engineer
- 1 Mechanical Engineer
- 8

Supply and Transport Division

- 1 Chief of Division
- 1 Deputy Chief - Supply and Requirements Coordination
- 1 Deputy Chief - Transport and Storage
- 3 Supply and Transport Officers
- 6

Distribution Division

- 1 Chief (all economic aspects)
- 1 Deputy Chief (all physical aspects)
- 12 Field organizers and Inspectors
- 14

Refugee Camps

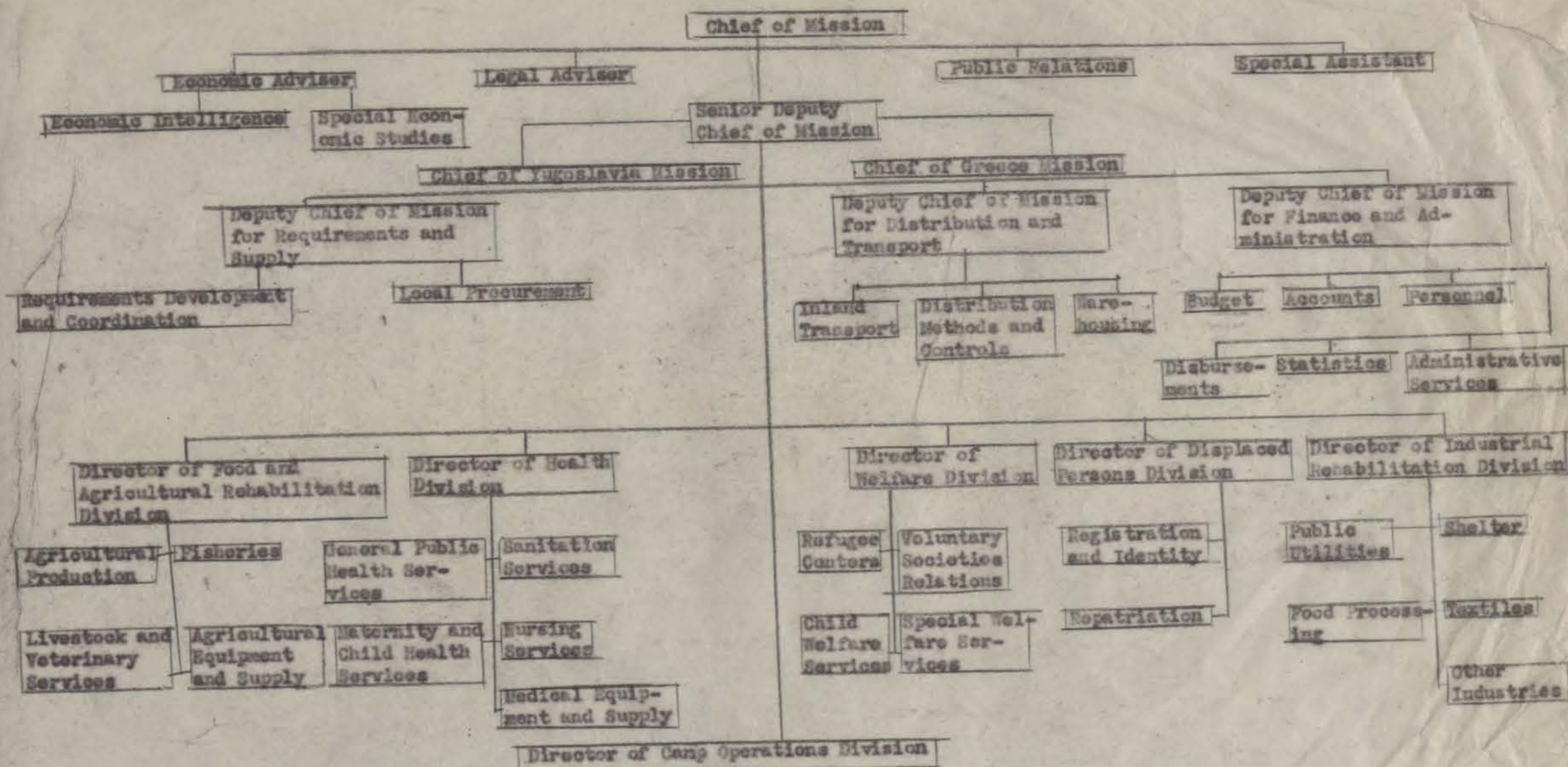
- 2 Camp Administrators
- 2 Deputy Camp Administrators
- 4

Administration and Finance Division

1 Chief of Division
1 Deputy Chief (Personnel and Training)
1 Administrative Services
3 Accountants
9 Confidential Secretaries
25 Stenographic Pool
3 Accounting Clerks
43

Recapitulation

98 Professional
9 Confidential Secretaries
25 Stenographic Pool (all local)
3 Accounting Clerks (all local)
135



CAIRO HEADQUARTERS ORGANIZATION - UNRRA BALKAN MISSION

April 17, 1944

COPY OF LETTER TO SIR W. MATTHEWS FROM L. P. BIRK

Naples, 8 September 1944

Dear Sir William,

The aircraft stayed over at Malta Wednesday night, which brought me here at Thursday noon.

Col. Rider, Capt. Parker (M.L. Public Relations Yugoslavia) and I saw Gen. Hughes and Brig. Eve at Portici Thursday afternoon. They were a little vague. I shall let you follow the path we had to take step by step, to show you the speed and abruptness of the changes now in motion here.

Hughes and Eve gave us to understand that Gen. Scobie would be in charge of operations in Greece. He used the words "to accept the surrender" of Germans in Greece. However, Gen. Sadler would be Scobie's Deputy, but concerned only with relief supplies. M.L. (they now call it) would go into Greece with Scobie, directly under AFHQ.

As to Yugoslavia and Albania, vagueness increased. No one had a "Scobie role, - Hughes was to be "advisory" - Forrester-Walker was to have talks with the Yugoslav people - they wanted Brig. Smith-Dorin here badly, etc. etc. In short, no end was up. No one knew what Albanian government was likely.

Last night I dined with Miss Leeper, leaving her at 10:00, after a long talk, arranging for her to go to Salerno Friday noon, and be in touch with me Saturday night.

This morning at 10:00 Rider and I saw Russell Barnes (OWI-PWB). He had met with U.S. State Dept, Devers and others at 5:00 p.m. Thursday, and been informed that PWB was to cease Balkan operations immediately upon liberation of Greece (It was assumed that same would hold for liberation of Yugoslavia and Albania.) Barnes said the State Dept.'s ruling left no question. PWB was through in the Balkans, would continue in Italy and go under SHAEF in Southern France.

Since this left Rider and me with no agency to carry messages to the liberated peoples, we hurried to Caserta to see Offie and the State Dept. cables. Offie replaces Murphy, and G.D. "Jack" Horner (Murphy's old special assistant) remains here also - we saw him too.

The cables minced no words. Americans were to have nothing to do with "operations" i.e. accepting surrender, keeping order, unity of factions, etc. Therefore PWB must go, lest it issue "allied" announcements which compromised U.S. The British could say what they liked through PWE and the U.S. through OWI.

We pointed out that this left M.L. high and dry since, being an "Allie agency, it could not have either OWI or PWB as its "information" agent but must have some "joint" body to work for it. And we stressed time as a factor.

Horner saw this - Offie talked all around the point. Finally "the S Dept. saw no objection" to the following; if Rider and I could persuade

Barnes and Harmon (OWI and PWE) to work as an "informal" team for M.L., restricting their services solely to information not concerned with "operations" as differentiated from "relief and rehabilitation" activities. Of course that is all M.L. and UNRRA wanted in the first place from the original PWB, and that is what PWB has about completed for Greece. We are of course vitally concerned about similar services for Yugoslavia and Albania, for which nothing whatsoever has been prepared.

But the State Dept. scheme is cockeyed. "operations" and "Relief" cannot be broken apart. Some of the M.L. "Relief" information would be held to contain "operational" implications, and correctly. The cake is being had as well as eaten - once again to fail of both.

If the British and Americans go jointly into the Balkans as M.L., they will be tarred with the same brush or gilded, as the case may be, and no one could separate British "operations" and American "relief". For that matter, if UNRRA accompanies them, we share the picture in the public's mind. No juggling of the functions of PWB is going to alter the fact that success will justify all three and failure will injure all three - to say nothing of the peoples awaiting aid.

There is this which I suggested - as a last resort. Let M.L. "hire" its work to be done. Pay either OWI or PWB (or any other agency with staff and resources) to work as technicians under M.L. direction, preparing and producing the needed informational tools with policy being purely M.L. UNRRA, of course, would fit in, in whatever pattern M.L. and UNRRA set, overall.

This is a workable, but probably too radical proposal. And nothing will answer the seeming American fear of becoming "involved", except their complete divorce from both PWB and ML, which is the direction they are taking.

Col. Rider and I meet Barnes and Harman tomorrow (Saturday) at 10:00, to salvage a scheme and get staff assigned to Bari. If that fails, or if delay looms, I am going to Macmillan's office, asking Terry Harman to accompany me. It is just damned well up to the British and American diplomats to let us have our working tools, if they agree so far as sending ML into the Balkans. (Harman, you may know, is head of PWB).

At one time in the meeting today we almost arranged a meeting with Horner (State) a man from Macmillan's office, Barnes and Harmon, and Rider and I. Horner agreed, but Offie tossed the ball back at Barnes and Harmon. Rider is behaving well, throwing his rank around in the pinches. With no evidence so far to the contrary, I am willing to believe that Rider simply wants to get a job done, and go home.

Now, to sum up on the main front.

Commander Weisbuck went to Portici today, and reported to me as follows a much sharper ML outline: he says that ML is to be virtually unchanged! Except - Scobie is to go to Greece under AFHQ (to take surrender and keep order. Sadler is his Deputy, still restricted to "relief". Hughes remains Head of ML Balkans, but under G-5 AFHQ.

The idea is for AFHQ to step in to assume "operational" command. When the "operational" phase ends, AML will be once again the sole military authority in the Balkans. During the "operational" phase, Hughes is chosen (today) as the "Scobie" of Yugoslavia and Albania, pending conversations which Forrester-Walker is to carry on soon with the Yugoslavs (presumably Tito).

- / Under this most recent decision, the bulk of AML Greece stays in Cairo -
- / likewise UNRRA Greece stays in Cairo, except perhaps one UNRRA man
- / from each Greek District, they to do planning with AML Balkans, in
- / Naples.
- /
- / All our Yugoslav and Albania people should go to Bari including our
- / volunteer society people.
- /
- / Sir William Matthews to come to Naples as soon as possible.
- /
- / ---THIS WAS TOLD ME AS T.P. SECRET---

Some Notes About Naples:

The city is still a shambles. A dust cloud hangs like a pall, from heavy traffic through dusty streets.

There are no taxis. Sole dependence is on AFHQ and PBS transport. Rider and I had no right to it, but wangled some, after much effort.

AML's new HQ is in Portici, about seven miles out, in a big University building. Living quarters for top levels are in a huge villa a few hundred yards away. The RAF has very extensive quarters nearby in Cassano.

AFHQ is at the Palace, in Caserta, some fifteen miles in the other direction, north east of Naples.

Food is definitely scarce. It is out of the question to eat outside military quarters. The black market is much worse than Cairo.

All of which means UNRRA must be able to provide completely for its entire staff - transport and lodgings - or face loss of their working time.

I am sure Col. Langman told you all this and more. I failed to see him before he went to Bari, after planning to.

This goes by courier - unless I hold it to add to it.

Faithfully

LOUIS P. BINK

COPY OF LETTER TO SIR W. MATTHEWS FROM L. P. BIRK

Monday, 11 September

(Continued from 8 September)

On Saturday and today, more meetings were held with Rider, Harman and others, and with success.

PWE will provide ML with four men in Bari, to rush publicity for Yugoslavia and Albania. They will be James Stewart, Ivanovic (Yugoslav adviser) Messrs. Robinson and Shelton, the latter two being production men. Robinson is to handle Albania.

This agreement is now approved by PWE and General Hughes, and a letter of instructions is being carried by Rider and me to Bari tomorrow morning, authorizing work to commence.

The whole scheme is similar to that suggested by me, except that it costs nothing. ML will have sole authority over all announcements and material issued over ML signature. PWE will simply do the work for us. UNRRA, of course, has authority, in turn, about material including mention of our relations and functions, depending on what they will be in Yugoslavia and Greece.

I believe I can get our PR part of the Bari job done in two or three days, and that is my first duty. Depending on events, I shall return to Cairo or proceed to London.

Other news items are in the main covered by Miss Leeper's report to you, which she showed me a copy of today at lunch. She will address all further notes to you in Cairo.

This letter is being brought to you by Mrs. Green.

One final point before the strain on your eyes is ended.

/ I feel strongly, with good grounds, that ML may dump the Yugoslav and
/ Albanian shows in our lap. They are not prepared to go into these
/ countries. Neither are we. But it is time UNRRA cracked a hard nut.
/ I urge that available personnel be speeded to Bari, and further
/ suggest that aircraft space for key reserves be set up. Things may
/ break fast at Bari, and my information comes very straight that ML
/ will push UNRRA forward. We can turn this to our favor if we take the
/ initiative.

I shall be in Bari, at the Miramare on Tuesday, Wednesday and Thursday and shall cable occasion demands, and security permits.

Concluded

Louis P. Birk

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

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

TELEGRAPHIC ADDRESS

UNRRA-CAIRO

TELEPHONES:

47816-41317

September 16, 1944

TO: Sir William Matthews

FROM: Louis P. Birk

SUBJECT: Conversations with Mr. Broad, Resident Minister of State, Bari, and Major Walker; and with Mr. Norden, U.S. State Department, Bari, Italy

Attention: Leo Gerstenzang

In general discussion with Mr. Norden, the position of UNRRA in the Balkans was made clear at his request. He was aware of the cables from Washington to U. S. State Department officials Offie and Horner at Naples, ruling out American participation in PWB, in event of Military and/or Diplomatic missions into liberated Greece. He agreed that the same attitude held toward Yugoslavia and Albania.

He also said that he had called to the attention of Mr. Broad the scheduled meeting between Brigadier Forrester-Walker and Tito representatives, and suggested that such a meeting, in which U. S. Officers participated, should include accredited representation from the Subasic Government in London.

He also held that the plan of Brigadier Forrester-Walker, which he understood to envisage delivery of supplies to Yugoslav ports, without further Allied supervision of distribution, was to be discussed at the meeting. His position was that this plan did not protect the interests of the U. S. nor conform with the Directive under which the U. S. representative on MLH was operating. As a result of his comments to Mr. Broad, the latter was instrumental in having the meeting delayed pending further investigation by the Foreign Office.

Mr. Horden then took me to the offices of Mr. Broad. Mr. Broad was opposed to Brigadier Forrester-Walker's plan to deliver supplies to Yugoslavia without supervision of distribution. Both men were in agreement that supplies sent to Yugoslavia should be supervised in distribution through the country. Their opinions are known to their superiors. Mr. Broad is in direct touch with the Foreign Office, whereas Mr. Horden reports to Mr. Offie at Naples, Bari being a branch of the Naples U. S. State Department Office.

Both Mr. Broad and Major Walker were desirous of becoming fully acquainted with UNRRA organization, and were so acquainted.

CC Public Relations
Leo Gerstenzang

Signed: Louis P. Birk

COPY.

Mr. Birk

2/6

ATHENS,
19th December, 1944.

TO: All District Directors
FROM: Sir Michael Greagh, Senior Deputy Chief of Greek Mission,
U.N.R.R.A.

We have had rather a difficult time lately and I fear owing to certain disorganisation our reply to your signals have been delayed, and we have not been able to put you in the picture, as events have moved so quickly.

Now they have stabilised I am sending you a summary of the Chief policy events, and copies of correspondence which will explain themselves.

I would like to underline the following points:

1. Where military operations have been undertaken against the Greeks we have felt our position as UNRRA prejudiced and whilst in no way pretending to judge the merits of the situation, we have felt ourselves inevitably forced to disassociate ourselves with EL, as being part of the whole military set-up.

As regards the Districts, we have made no break provided the District geographical areas have not been involved in the zone of operations.

2. The situation is obviously going to clear, though no-one can say exactly when, but our policy is to be ready when it does. With this end in view:

- i. Mr. Rohrbaugh has gone to Washington to settle the financial problem. As you know we have no money. He has also been asked to represent to them the necessity for getting personnel posted to budget line positions so that our various teams are completed. Also he has been asked to investigate the question of an UNRRA flag, since we are averse to taking cover under either of the Allied ones.

- ii. The position regarding the various Bureaux and Divisions is as follows:

- a. Supply and Requirements returned to Cairo where they will proceed with their work.
- b. Agriculture -ditto-
- c. Industrial Rehabilitation - ditto-
- d. Distribution and Transport - ditto - This Bureau will possibly reorganise some of its personnel.
- e. Displaced Persons returned to Cairo where they will proceed with their work.
- f. Office of the Chief of Mission - most of the staff remaining in Athens, as also Welfare and Health Divisions.
- g. Districts

District 1 has been withdrawn from EL and the staff will return to Cairo.

District 2 - as we could not reinforce from Athens and we were not allowed to retain personnel here, I regret that they have had to return to Cairo.

District 3 - we have retained Mr. Harakas and Mr. Stavridis with the idea of sending them to District 3 as soon as we can get the transport.

District 4 and 5 - We have endeavoured to reinforce these two districts from Athens. We have, however, been informed that this is not possible under present conditions here and it is better for personnel to proceed to Egypt to join their Districts by this route since these Districts are being supplied from Egypt.

District 6 - we are re-forming District 6, as there appears to be a likelihood of this district going into Crete in the not too distant future.

3. I had hoped, had conditions been normal to have been the District Commanders and advised them as to the progress of events, but you will have realised our position here, but you may be assured that we will keep you in the picture as far as possible.

I might say in conclusion that we feel once the situation stabilises and there is a call again for UNRRA the staff at present in Cairo can quickly return by air, and it will be our policy to press for this.

You are requested to treat the enclosures as confidential and there is to be no statement made to any Press Representative.

18th December, 1944.

AN ABBREVIATED ACCOUNT OF THE INTEGRATION
BETWEEN UNRRA AND ML.

1. The Mission arrived in Athens and before long it became clear that integration between UNRRA and ML was the policy both of British Military authorities and the British Ambassador.

2. Subsequently Sir William Matthews and Mr. Hugh Jackson came over from Cairo. The general position was explained to them and after consideration of the merits of support for ML on a functional basis as opposed to integration a compromise plan was agreed to. This plan was designed to retain Mission Headquarters and the functions of Finance and Administration, Welfare and Displaced Populations as non-integrated functions, whilst the remainder integrated with ML. The Deputy Chiefs of Distribution and supply assumed charge of these functions under the command of Brigadier, S. & R. of ML, whilst UNRRA persons were integrated on a desk to desk basis. The Districts integrated with ML, District Directors being, in general deputies of the Military District Commander, and in particular responsible for the functions of Welfare and Displaced Populations. This plan was submitted to General Hughes who agreed to it. The basic principles and a chart showing the method of operation is attached as APPENDIX A.

3. The basic principles of this integration included a clause in which the possibility of 3 Corps operating to suppress an armed insurrection against the Government was foreseen. Such a contingency, it was thought, might well prejudice UNRRA's position, and this particular clause catered for UNRRA's withdrawal from integration should its neutral position become compromised.

4. A situation then arose in Greece which it is unnecessary to describe in detail, but which, in the opinion of the Greek Mission in its association with ML clearly compromises the principles under which UNRRA should function. A letter was therefore addressed to Generals Hughes and Sadler and is attached as APPENDIX B. It is claimed that this letter emphasizes the desire of UNRRA to cooperate on a functional basis, and was a constructive document.

5. The reply from Generals Hughes and Sadler to this letter is contained in APPENDIX C. Our further reply is APPENDIX D. We submit that our second letter was more moderate; that in General Hughes' letter, paragraph 1, he intimated the relation with 3 Corps and that in paragraph 5, he somewhat oversteps the bounds of military prerogative in reference to the whole future working of UNRRA in Greece, which is presumably a reference to the post-military period.

6. In the meantime, the Chief of Mission had contacted the Archbishop of Greece who was well disposed to the suggestion that there should be some form of organised truce which would allow for the distribution of hospital supplies and essential foodstuffs. These negotiations, though promising at their inception, unfortunately, later broke down. An effort was also made through the good office of Col. Sheppard of UNRRA to persuade ELAS to abandon hospitals as operational zones provided their opponents agreed to do the same. Unfortunately this effort met with no success. While these attempts were being made to alleviate the suffering of the Greek people in Athens, certain members of UNRRA volunteered to assist both the International and the Greek Red Cross. Some account of their actions are attached as APPENDIX E. Such services could not however, be maintained since unfortunately the Red Cross did not receive the immunity which is normally accorded to it in international law. Sir Michael Gough, therefore gave instructions to stand still until representations were made to the various parties concerned.

7. The next event occurred when verbal instructions were received from General Hughes that the Mission as a whole should be withdrawn to Cairo, leaving only observers behind in Athens. An effort was still being made, however, to explore the possibilities by which UNRRA, disassociated from the military might make some subscription to the misfortune of the inhabitants of Athens. A letter, APPENDIX F, was therefore sent to

General Hughes and Sadler. Their reply is contained as APPENDIX G. As a result of the information contained in this letter a cable APPENDIX F was despatched for submission to both UNRRA in London

and Washington, so that the latter might be fully informed. This cable was shown to General Hughes and Sadler before despatch. At the same time a proposal which has been favourably received by the S & R Branch of MI, that UNRRA should function in conjunction with the JRC, was submitted to General Hughes for consideration. The JRC and the GRC, whose resources are somewhat strained and whose personnel were not specialised in distribution and welfare, received the suggestion favourably.

In the meantime immunity for the Red Cross was re-established by the International Red Cross, and some four UNRRA personnel were employed in assisting the JRC. The situation to date is as follows:

JRC have indicated demi-officially and are to confirm officially in writing that they require the services of some twelve members of UNRRA to assist them in their task. These personnel have been held in ATHENS pending official application, and as soon as this is received it will be regularised with General Hughes.

I may say that in spite of the difficulties inherent in integrating an inter-Allied Civil Organisation into a Military one, our relations with MI have been satisfactory. General Hughes has shown us great consideration and when Sir Michael Creagh saw General Scobie on the 17th instant unofficially, and explained that we were loathe to sever our connection with the Military but felt that we had no option, he was most considerate and helpful.

I mention this as although we have taken a strong line to establish the neutrality of UNRRA, I do not feel the Military Authorities bore us any ill-will.

APPENDIX A
STRICTLY CONFIDENTIAL

BASIC PRINCIPLES AGREED AT A MEETING HELD AT 1530 HRS.
24 NOVEMBER, 1944.

PRESENT: Sir William Matthews
Sir Michael Greagh
Mr. Hugh Jackson
Mr. Laird Archer
Maj-Gen I.T.P. Hughes
Brig-Gen F.L. Sadler
Comdr R.G.A. Jackson

1. The UNRRA Mission Chief and functions undertaken solely by UNRRA during the military period will operate separately from S & R, but coordination will be effected during the military period through General Hughes and Sadler. At present this comprises UNRRA, Admin., Displaced Populations and Welfare.
2. The military assumes financial and policy responsibility for all activities during the military period in accordance with existing directives and instructions. Operations other than those undertaken solely by UNRRA will be carried on through S & R but staff of ML and UNRRA for those functions will be integrated without regard to UNRRA or military status and will report through a single line of command to the head of S & R.
3. Due regard shall be paid by S & R to the effect of ML policy on the subsequent UNRRA periods.
4. UNRRA will have the right to contact the Greek Government on policy concerning the UNRRA period. They agree that where this affects current S & R operations, they will keep ML fully informed, thus maintaining the principles of military responsibility and integration.
5. The policy of ML will be as defined in previous Agreements and they re-affirm the principle of handing over to UNRRA as soon as possible.
6. Any representations as to the unsuitability of either UNRRA or military personnel within S & R shall be considered and adjudicated upon by General Hughes and Sadler and the Chief of the UNRRA Greek Mission.
7. The assignment of UNRRA personnel within S & R shall be agreed upon between representatives of UNRRA and the military at appropriate levels.
8. The military authorities will endeavour to leave such ML personnel as may be desired by UNRRA for such time as may be necessary after the direction of S & R is transferred from ML to UNRRA.
9. The military authorities agree to use their good offices to effect the immediate return to civil status of such ML personnel as desire to join UNRRA and are desired by UNRRA.
10. In accordance with existing directives and instructions, the military will provide necessary facilities and services, e.g. accommodations, transport, etc. to enable UNRRA staff to carry out their duties, both with respect to those persons operating in S & R and outside of S & R.
11. The above arrangements are subject to review and revision if the exigencies of the military situation require any contravention of the principles of non-discrimination enunciated by the UNRRA Council.

APPENDIX B

MEMORANDUM

ATHENS
December 10, 1944

TO: General Hughes and General Sadler
FROM: Chief of UNRRA GREECE MISSION

In conformity with a general understanding arrived at between myself and my associates this morning, I have the honour to transmit the following:

We recognise that there is an armed insurrection against the Greek Government by a political group; AFHQ for whom we are acting as an agent is taking steps to quell this insurrection by force. We therefore as UNRRA are unavoidably associated with a regime of force and discrimination.

We therefore feel our position as UNRRA is being prejudiced and we feel ourselves compelled to disassociate ourselves from the present activities of 3 Corps until the position has been clarified.

UNRRA however welcomes and requests any opportunity to carry out as a Mission during the military period such functions as are authorized by 3 Corps AFHQ and are in conformity with the principles of UNRRA services as defined by the United Nations Council.

To meet the present emergency situation, a situation in which the Greek people are forced to go without food and medical attention, and because this situation has continued for a full week and no end is now in sight, UNRRA strongly recommends that, until a stable condition is achieved, through some person, such as the Archbishop of Greece, recognised by all parties in conflict, an agreement be reached by which food and medical attention may be brought to those in need. UNRRA will put at the disposal of any such undertaking which is based on unanimous agreement of all major groups involved, the services of its entire staff in any capacity.

(sgd) LAIRD ARCHER

CONFIDENTIAL

APPENDIX C

M Hq Balkans
C.M.F.

11 Dec 1944

CHIEF OF UNRRA GREEK MISSION

With reference to your Memorandum addressed to General Sadler and myself dated 10 December, 1944, I have the following observations to make:

1. The present association of UNRRA is with ML, a separate organisation from 3 Corps and, though part of the combined HQ, still retains its identity and continues to comply with the original Directives and Instructions from the Combined Chiefs of Staff.
2. There has been no discrimination by ML in the distribution of relief, either before or during the present hostilities, and there is and never has been any proposal to contravene this basic principle of the ML Charter.
3. I do not wish to comment on the proposal to cancel the arrangements for integration which were reached at the Meeting of the 24th November, 1944. I must, however, receive specific information whether such withdrawal from integration with ML is a temporary one whilst present hostilities continue in the ATHENS and PIRAEUS area, or whether it is intended that the basic principles reached at the Meeting of the 24th November, 1944, should be permanently annulled.
I must here point out that it may be a considerable time before the whole of Greece reverts to a stable condition.
4. I entirely agree that all steps should be taken to ensure that combatants respect the Red Cross symbols, but consider this is primarily the function of the International Red Cross in ATHENS who are already taking the matter up.
5. I feel the suggestion that UNRRA should withdraw from ML is a question of such high policy, affecting as it does the whole future working of UNRRA in GREECE, that I propose submitting a report to AFHQ for submission to the Combined Chiefs of Staff.
6. Brig-Gen P.L. Sadler, concurs in the above.

(sgd) I.T.P. HUGHES

Maj-Gen.

Cmd.

M Hq (Balkans)

CONFIDENTIAL

Athens, Greece
12 December 1944TO: Major General I.T.F. Hughes
Brigadier General SadlerFROM: Laird Archer, Chief of Greece Mission
Sir Michael Creagh, Senior Deputy Chief of Mission

We have the honor to acknowledge your confidential letter of 11th December 1944. As regards the points which you raise in your letter we would submit for your consideration:

1. We feel forced to disassociate ourselves under the present conditions from ML because it is related to Third Corps, we feel, would not be appreciated by the Greek people and would prejudice UNRRA's future activities. This opinion is, we think, illustrated by the following message purporting to be for UNRRA from the ELAS Central Committee in reply to an inquiry which we addressed to them at the request of the Greek Red Cross.

"As regards Sotaria and the Red Cross Hospital, we are surprised at the interest you are showing in the consumptive patients after your lack of interest in the murder of the civilian population of Athens."
2. We have never suggested that ML shows discrimination in the distribution of relief. We may add too that we feel our association with ML has been both cordial and we trust constructive.
3. We have to say that our disassociation is due to presently and locally existing conditions. If and when these circumstances tend to revert to normal this basis for withdrawal would no longer exist. As already indicated we are not suggesting any withdrawal at the present time from those Districts where Athens-Piraeus conditions do not obtain. On the contrary, we have recommended reinforcing them. We feel at this stage, however, that although the efficiency of the integration process is recognised that we cannot commit ourselves as to the exact method of integration without reference to superior UNRRA authority, who as you know already instructed us in this matter.
4. We note that you propose to submit this matter to AFHQ for submission to the Combined Chiefs of Staff and we would be glad on receipt of your confirmation of the proposal to submit a parallel report to UNRRA Washington for discussion with the combined Chiefs of Staff.

Athens, Greece
12 December 1944

CONFIDENTIAL

TO: Major General I.T.P. Hughes
Brigadier General Sadler

FROM: Laird Archer, Chief of Greece Mission
Sir Michael Creagh, Senior Deputy Chief of Mission

During hostilities in the Capital area, the following special services have been performed by UNRRA personnel:

1. Thirty-one of our personnel in the Capital have served as drivers or neutral observers for the transport of food and medical supplies in the present paralysis of the distribution in the Capital area. This was done at some risk in view of the non-observance of the Red Cross symbol on the lorries, and until the International Red Cross withdrew its facilities from the distribution. Two of our staff received bullet wounds in this service.
2. One of these personnel continues to operate a Red Cross truck, most of which were received at the Greek Red Cross Hospital the previous day. He yesterday drove the fifteen miles to take food supplies to the thousand or more children in the sanitarium at Voula. He has a number of bullet holes in the cab of the truck.
3. Three other of the personnel yesterday and before responded to the appeal of the Greek Red Cross to remove several days' accumulation of a hundred or more bodies of the dead from the First Aid Station of September 3rd Street and from Hospitals and morgues to the temporary burial in the slit trenches of the Botanical Gardens.
4. One of the above personnel drove a Red Cross truck to the orphanage of Mount Hymettos to rescue thirty children who were in the line of fire, one of whom had been wounded.
5. The Medical Division has responded to the request of District I, ML, to take responsibility for assisting the Greek Red Cross in the reorganization of their hospital services which have suffered under the strain of operations without water, light, transport, and because their hospital was under use by both sides as a base of combat. Likewise to assist in reorganization where required in other hospitals. Lt. Col. Katherine Dodge, acting as Chief Medical Officer in the absence of the Division Director, has been called in for this from the provinces where she was advising in the evacuation of children from burned and shelterless villages.

We will transmit for consideration a memorandum prepared by our Welfare Division proposing certain relief services such as the operation of milk canteens in the Capital until local services can reform their operations which have been interrupted by the forced restrictions against the movement of their personnel.

Of course UNRRA activities in support of ML services in the provinces, the Aegean Islands and the Cyclades have continued without interruption and, in the Capital Area such normal services as can be maintained will have our fullest cooperation.

C O P Y

APPENDIX F

Athens, Greece
12 December 1944

CONFIDENTIAL

TO: Major General I.T.P. Hughes
Brigadier General Sadler

FROM: Laird Archer, Chief of Greece Mission
Sir Michael Creagh, Senior Deputy Chief of Greece Mission

We have been informed verbally by General Hughes of your decision to return the majority of the UNRRA staff to Cairo and to have them located on call against the occasion when they will be required. We appreciate that this decision also applies to EL. May we, however, submit two points for your consideration:

1. This decision will be a great blow to our staff, who as we have already indicated, welcome the opportunity to be of some service. Since receiving General Hughes' verbal instructions we have heard that the head of the International Red Cross has been successful in his negotiations with ELAS so that we feel we might be able to make a particularly needed contribution to the distribution of supplies and welfare and medical problems should we be given such an opportunity. May we, therefore, ask you to reconsider the decision you gave us verbally yesterday evening that we should retain no more than some dozen members of our staff.
2. This decision raises some doubts in our minds as to whether if our staff returned to Cairo we shall be able to prevent a large number of requests to transfer from the Greece Mission to other UNRRA Missions. May we, therefore, again ask you to consider our point of view in its relationship to the general military situation.

We have just received information that there are now twenty trucks with thirteen drivers from the Voluntary Societies at present on the S.S. McGrath. May we suggest that in combination with the other UNRRA Staff that they may be useful, if not in the immediate present, possibly in the very near future.

C O P Y

APPENDIX G

ML HQ (BALKANS)
C.M.F.

CONFIDENTIAL

13 Dec 44

CHIEF OF UNRRA GREEK MISSION

I beg to acknowledge receipt of your two letters of the 12th December.

1. With reference to that acknowledging my confidential letter of 11th December, I confirm as requested in your para. 4 that a report has been sent to AFHQ.

A paraphrase of this is attached.

2. Reference that on the subject of the evacuation of UNRRA personnel from ATHENS.

- (a) I must emphasize that this is the order of Gen. SCOBIE, and whilst it may be found desirable to retain more than the number of approximately 10 which I originally suggested, there is no intention of the order being rescinded.
- (b) I fully appreciate that this is a great blow to your staff, as it is to many others.
- (c) As stated verbally yesterday, on receipt of a list of UNRRA personnel now in Athens, individual cases will be considered on their merits.
- (d) Thank you for the information given in the last paragraph of your letter.

3. Gen. SADLER is in agreement with the above.

(sgd) I.T.P. Hughes
Maj. Gen. Comd.
M HQ (Balkans)

PARAPHRASE OF MESSAGE FROM 3 CORPS (IN
AGREEMENT WITH GEN. HUGHES AND SADLER
TO FREEDOM, DATED 12TH DECEMBER 1944.

1. Chief of UNRRA Mission GRUNCE is withdrawing personnel now integrated with ML HQs in ATHENS, as he states position of UNRRA is being prejudiced by such close association with the military during the present hostilities here.

Similar action will be taken in any Region or District in which hostilities occur.

2. We do not agree, and question authority, though temporary withdrawal from integration for period of hostilities only, will cause little embarrassment.
3. Chief UNRRA Mission, whilst in favour of reintegration in ML organisation as heretofore on cessation of hostilities states that he has no authority to promise this, and that such decision must be taken by higher authority.
4. Urgent that decision obtained earliest as to status of UNRRA respecting integration after hostilities ATHENS/PIRAEUS area, as organization of S & H Branch ML is vitally affected.
5. Meanwhile, Gen. SCOBIE has ordered temporary evacuation of all unnecessary personnel of ML and UNRRA from ATHENS.

This order is in no way whatsoever related to the UNRRA decision given in para. 1 above.

C O P Y

MESSAGE OUT

FROM: GREEKAID

TO: MID EAST FOR UNRRA

RESTRICTED. Archer 59 for UNRRA WASHINGTON and LONDON.

Reference message from 3 Corps to AFHQ for submission to combined Chiefs of Staff. Have seen paraphrase of message only. Consider since ML express disagreement with our action and do not state reasons for such disagreement and further question our authority that our point of view requires representation. We consider that desk to desk integration with ML which is part of the combined Military Headquarters would be interpreted by Greek people that we were "associated with a Military regime of force and political discrimination." Have some evidence to support this opinion. Possibility of present hostilities foreseen and catered for in last para. of basic principles of integration with ML. acted on this as authority. Did not consider it wise to take policy decision reference future without reference to higher UNRRA authority since you may consider that an integration so close as to effect military establishments undesirable and that UNRRA should function rather as reinforcement on a functional basis.

PRIORITY-IMMEDIATE

9 January 1945

TO: Louis P. Birk
FROM: Sydney Morrell
SUBJECT: Miss Phyllis Auty

While in Bari, I discussed with Miss Auty the question of her joining the public relations staff of the Yugoslav Mission. I have already given you her application form but here are some other conditions which would have to be considered before she joins the staff. First, she told me that she had agreed with UNRRA, specifically with Mr. Barrat Brown, I understand, on a salary of £900 per annum which she has been receiving in her two last jobs; second, that she came ^{abroad} about eighteen months ago for PWB with the understanding that the latter would repatriate her at the end of twelve months service if she wished. UNRRA will presumably inherit this responsibility, and in any case Miss Auty wishes to have a minimum of two weeks in England at the earliest possible date in order to see her mother who has been seriously ill.

In view of this, it might be as well if you were to inform her immediately whether or not we can undertake this commitment. If we cannot undertake the commitment, you might suggest to Miss Auty that she make her way home under her present arrangement as soon as possible and join the UNRRA staff in England.

If we wish to secure her release to us locally, the request should be addressed to Lt. Col. B. Deed, G-2 ~~POB~~ AFHQ, CMF. An early release, if we desire it, would be supported by Lt. Col. W. F. Deakin if we wrote to him at the Resident Minister's office, c/o HQ No. 54 Area, CMF.

1 January 1944

To: Sir William Matthews
cc Mr. Neville Miller
Mr. Alvin Roseman

From: Louis P. Birk

Subject: Personnel of Public Relations Division

The attached note from Mr. Roseman needs comment. Our Division cannot accept this decision without pointing out its effect.

On 8 December, we presented to the Chief of the Balkans Mission a detailed Program of P. R. Balkans, covering six months. This Program is flexible, but has the approval of Sir William in principle.

The primary object of the Program is to provide Washington and London with the flow of information material which they have repeatedly requested by letter and cable. We have not been able to comply for lack of personnel both in the producing and in the servicing categories - i.e. principally writers and typists.

We had hoped, and the Chief of Mission desired, to see the Program in effect as of 1 January. Further delay places us in the position of not being able to perform our functions when they will be most valuable - in the late winter and early spring. Washington and London have pointed out what we recognize as well, that the Balkans Mission, even as now situated, is the only source of UNRRA operations news. If Greece operations resume, and the other country missions begin their work, we shall be able to bring UNRRA before the world public in a constructive light.

There seems to be a misconception of P.R. staff. We have no personnel en route to P.R. Balkans except Mrs. Jere Morris who is probably in London now and may remain there. She is not a staff writer. The three London people recruited in October are for the country missions.

It is my intention, on very recent Washington instructions, to propose to Sir William that Homer Davis vacate the P.R. line in Greece. Allen Fields would be sent there until permanent replacement could be found, together with Mrs. Hunter when she arrives from London.

This would leave on the Balkans "production line", only Mr. Noble, Miss Gilruth, and our photographer, to fill Washington and London needs. And Miss Gilruth's time is largely committed to our Lecture Bureau and the supervision of information materials going to our 50,000 refugees.

Mr. Noble is able to bear only the press and photographic functions, which comprise about fifty-five percent of our Program. The Staff

Writer is needed for important news and magazine feature articles, publications and some radio work.

I have already been informed that our request for a Serbo-Croat translator-writer has been denied. Also that a full-time photographer is not permitted. And of course Mrs. Hunter, who was scheduled as Greek Translator-writer, is now proposed for work in Greece.

Under these circumstances, without assurance of a Staff Writer and without the requirements listed in the Conclusion of our Program, this Division is unable to accept the responsibility assigned to it by Washington and London.

We ask reconsideration of Mr. Fuller.

We are further obliged, by the imminence of his assignment by PWB to another war theatre, to exercise our present option on his services immediately, or lose this option. We do not know of any prospect in the Middle East who could be recruited in his place, in time to let us carry forward our Program.

LBirk-wwt

To: Louis P Birk

5th January 1945

From: R.C. Noble

We have reached a stage in the production of the six albums of camp life at El Shatt where we are up against certain difficulties.

Zareh Miahnoff has approximately 450 negatives and contact prints of Camp life . Francis House has selected 125 pictures for the albums and dictated stories covering the various groups of photographs, as well as making notes for sub-titling individual photographs.

The albums will require approximately 600 sheets of printing paper, which is not available, and one week of Zareh's time.
F

Further we envisage sending a number of picture stories out of this collection to the U.S.A. and Britain. We calculate that these will require about 100 sheets of printing paper.

I am anxious to push ahead with the preparation of both albums and picture stories while we have the services of Francis House available.

Do you agree to cabling Washington for the paper?

R.C. Noble

To: Mr. Alvin Roseman
Mr. Frank Young

From: Louis P. Birk

Subject: Hanna Girgis

I should like to give you additional facts regarding this employee, for whom I proposed £25 monthly.

While I realize that no large organization can take account of personal situations, there are certain requests I believe we can grant to Mr. Girgis.

First, he wishes a different classification than "messenger". If this title appears on his employment record, it will work against his future earning capacity. He is not strictly a messenger, but he does make delivery of important press material, some to the censor for security vetting. And he handles some printing detail under Mr. Noble's supervision. I suggest the classification of "Press Assistant", as more fully representative of his duties.

As to the salary - I have advised him that he cannot be granted £25 monthly. For the record, however, he did receive £20 monthly from General Motors in Cairo. He operated the switchboard there, and also did translating and security vetting. His recommendations, both from General Motors and from OWI, where he worked for two years, were excellent.

He came to UNRRA as a Roneo operator, not realizing the difficulties involved in shifting to a higher pay level within the same organization. He is twenty-six, and is taking university work in his spare hours. We find him highly intelligent and reliable.

I therefore suggest £20 monthly for the approval of Mr. Young and your office.

LBirk-wwt

29 December 44

To: Mr. Alvin Roseman
From: Louis P. Birk
Subject: Leo Fuller

I should like to make clear the case of Leo Fuller, proposed to fill our Staff Writer position.

Mr. Fuller is in the British Army, seconded to P.W.B. He is a former Reuters Bureau man in New York. He was also with A.P., and just before the war, a Hollywood script writer, earning over \$12,000 annually. At the outbreak of war, he volunteered in the British Army despite a leg injury which meant that he was permanently in category "B", and therefore ineligible for officers' training. Men are released from the British Army only for work of vital civilian importance. This is true of his present work in P.W.B. who wish to retain him for a new assignment in Italy.

We have an option on his services only because he is keen on working for UNRRA, and because of excellent personal relations through Bob Noble, with P.W.B. top officials.

We cannot hope to hold open the Fuller decision later than Saturday, 30 December, when he must decide on the Italian assignment for P.W.B.

Furthermore, a temporary position with UNRRA will not be acceptable to the British Army, as a basis of transfer to us.

I feel strongly that UNRRA should not lose the services of so valuable a man. It is a fortunate accident that we can get a \$12,000 man for \$4,000. Good journalists are rare, and when Public Relations-Balkans changes its status, Fuller will be equally valuable elsewhere.

(((This is the basis of my request that we be permitted to recruit Fuller on a permanent basis, and an explanation of why we cannot delay in notifying him later than Saturday. There is no other prospect on our list, and if we fail to fill this position, we shall not be able to carry out Washington information requirements.

LBirk-wwt
28 December 44

20 December 1944

To: Colonel Livingston
From: Louis P. Birk
Subject: Budget Positions

I welcome the opportunity of having Public Relations budget positions clarified.

The delay in budget decisions concerning Public Relations positions in the Balkans greatly handicapped our plans. No doubt there are good reasons for the delay, but it has forced us into numerous irregularities in getting our job done. The provisions of the budget recently sent from Washington, affecting the basic structure of the Balkans Mission, will make it necessary for Public Relations to revise its own budget proposals. It is however impossible to reorganize the information-network in the Balkans without consultation with Morse Salisbury in Washington and Leonard Ingrams in London. I am therefore prepared to go to Washington at the earliest moment, with a stop-over in London on the return trip to Cairo. The best suggestion I can offer at this time is an interim arrangement which would take care of personnel situations which have been carried over for many months. It would also bridge the gap between the present plans for Public Relations and those determined after consultation at headquarters.

On the eighth of December, we submitted to Sir William Matthews, a detailed programme for Public Relations operations for the Balkans Mission, setting forth in this programme our relationships with Public Relations-country missions during the period when UNRRA will operate in the three Balkan countries, either under the military or as an independent organization. Sir William has approved this programme in general and he authorized us to carry through the principal recommendations contained therein. The only part of the programme which he has not approved in total concerns the actual projects numbering twenty-three. We recognize that these may be added to, or that substitutions may be made, but this fact does not affect the personnel recommendations contained, or the funds requested. In short, whether we concentrate Public Relations work in the Balkans Mission or raise information productivity in each of the country missions, the projects listed will, in the main, have to be carried through if we are to provide a world coverage - through Washington and London - of Middle East and Balkan UNRRA operations.

Neither would a change in the location of the Balkans Mission materially affect the programme approved by Sir William. I believe you will understand that UNRRA's information-network is, in a sense, an independent machine. The principle involved is that the reporting of information must ultimately originate on

the scene of operations, but until these points of origin are in a position to function, Public Relations Balkans must remain the clearing house for Balkans-Middle East information.

Granting immediate operations of UNHRA in any or all three of the Balkan countries, there would have to be a period of at least two months before the flow of information could be directed from those countries into Washington and London. During that time, Balkans Mission Public Relations would have to be the chief point of origin and transmission of news to Washington and London. I speak here of news in the form of newspaper stories and magazine stories, items for radio release, etc.

The interim budget adjustments which I suggest are as follows:

1. That budget positions be created for the following staff members who have already been working for several months, and whose work must continue if the minimum of information is to reach London and Washington from the Balkans:

Margaret Gilruth, Special Assistant, Grade 7 - \$3200, in charge of camp publicity; preparation of Greek and Yugoslav albums as requested by Washington; in charge of transmission of information to our 50,000 refugees in the form of about 10,000 pieces of literature weekly, furnished gratis by PWB, MOI, OWI. She is also in charge of the Lecture Bureau, concerning the entire Balkans Mission, for organizations and groups requesting speakers on UNHRA.

Robert C. Noble, Chief Press Officer, Grade 11 - \$5,000, in charge of press and radio which includes preparation of all press releases; preparation of radio scripts; relations with war correspondents; and at the present time all writing for magazines, handbooks, UNHRA leaflets, and press photography. Mr. Noble was civilianized from the British Army at the request of the Balkans Mission, last September.

Sara Samy, locally recruited, at present £20 monthly; £30 requested on basis of earlier understanding between Miss Samy and Sir William Matthews. This understanding dates back to July, before I arrived in Cairo. Miss Samy is our only reporter on the staff sheet. Her chief duty is to collect material for this fortnightly publication. The material comes from all divisions and all country missions; it lists the progress of each division, arrivals and departures, and other items of interest to UNHRA in the Balkans. One dozen copies of it go to Washington and London. In addition, Miss Samy assists Miss Gilruth in the large-scale distribution of literature to refugees in UNHRA camps.

Zareh Mihanoff, Staff Photographer, locally recruited, £60 monthly. Mr. Mihanoff was placed on our staff about two months ago, when it became impossible to secure photographic

services at NIME or OWI on the scale required. Photographs make up the bulk of information material we can supply to Washington and London. Expenses have been cut to a minimum by the use of our own dark room and enlarger, and by the donation by Mr. Mihanoff of the use of all his equipment.

2. That the following budget positions be created in order that this Division may carry out the six-months' programme beginning the first of January.

Leo Fuller, Staff Writer, Grade 10, \$4,000. Mr. Fuller has been approached to become staff writer in order to prepare a basic UNRRA leaflet for the Balkans, fact sheet material and magazine and feature story articles. This work load has been beyond the capacity of Mr. Noble who already carries an over-load. We have been handicapped in initiating badly needed projects along these lines because of the absence of a staff writer. It will be understood that the bulk of information material consists of written material. Mr. Fuller's background as U.P. and Reuter's correspondent, script writer in Hollywood and radio programme preparer under his present PWB position, will enable him to fill our needs along these lines.

Two other budget positions have been filled, and both appointees are en route to Cairo:

1. Geraldine Morris, Grade 10, \$4,400, budget line 28c. On her arrival, Mrs. Morris will work under Deputy Director Fields on production and planning. Her duties will include work with the various divisional chiefs and with Balkans Mission and country mission representatives and with the heads of the voluntary society groups. Primarily a liaison function to permit this Division to establish strong lines of communication and information within the Balkans Mission as a whole. The work will have the effect of maintaining and strengthening UNRRA morale and relationship with the voluntary societies.

2. Isabel Hunter, recruited in London 15 October, Grade 7, \$3,200, budget line 31g. Mrs. Hunter is a well known magazine writer and speaker through the war in Great Britain, having lived in Greece ten years prior to the war. Her work in the Balkans Mission will be as translator-writer, reworking material which reaches Balkans P.R. from Greece, and the Greek language press, initiating information to Greek refugees and publicizing the stories to their homeland and to the U.S. and U.K. Later, as conditions permit, Mrs. Hunter could be assigned to P.R. Greece, but she would be more productive at present in P.R. Balkans.

The need for a Serbo-Croat writer-translator is even more acute because of the much larger number of Yugoslav refugees. Therefore

a budget line position, Grade 9, \$3600 is requested for a translator-writer (Serbo-Croat) to be assigned to Balkans P.R. until conditions permit fuller use of this appointee in the Yugoslavia Mission P.R. Again this is a transition case, and the most useful work of this appointee would be in Balkans P.R. until the bulk of Yugoslav refugees return to their homeland.

Aside from the above positions, this Division has been, and is gravely handicapped by the lack of messenger service and stenographic aid. Under normal conditions - certainly under conditions of UNRRA operations in the field - all information divisions have the greatest volume of typing in any mission. To date, we have been using \$5,000 and \$6,000 appointees to say nothing of \$3200 appointees purely as typists. This is not only uneconomical, but it cuts down sharply the production rate of everyone concerned. At present, the Director of Public Relations Balkans has a secretary and the Press Officer has a stenographer. Needed are the following:

1. Stenographer-typist
- 2 Typists
- 1 Messenger

One of the typists could be the receptionist as well.

As of the past two weeks, we have employed Hanna GIRCIS as messenger on transfer loan from the mimeographing room. It is suggested that he be made Public Relations messenger at £25 monthly. His duties will include delivery of press releases to the Cairo newspaper offices, incidentally the sorting and delivery of photographs to accompany press stories and emergency errands which continually arise in information work.

I believe this covers in detail justification of P.R. staff organization in the Balkans, and I should like to emphasize that an information division cannot justify a given number of staff members unless it also has a given programme mapped out.

In the case of P.R. Balkans, we have such a programme approved in general by the Chief of the Balkans Mission, and already en route to London and Washington, for their information. Having discussed the work of P.R. Balkans with both London and Washington information heads, I am reasonably certain that our projects will satisfy their demands. Since work done now by our staff cannot appear in the various information media for thirty or sixty days, we must plan now just what information activities are to be needed in the months of February and March.

For this reason, I suggest that we be allowed to proceed with the approved programme for sixty days, and that the necessary personnel and budget lines be approved for the first of January operation on the scale outlined. This constitutes the interim period which I believe necessary from a budget position standpoint. Without some such stop-gap arrangement, Washington and London will be deprived of vital public information during the period when UNRRA

will be facing its severest test in the court of public opinion. My trip to Washington and stop-over in London on my return will allow the necessary re-organization of information plans which can be put into effect after the sixty-day interim period. I should certainly advise full scale public information work during the period 1 January- 1 March 1945, and during this period, public information work can only be done effectively in the Balkans Mission.

After this period, and depending on the change in status of the Balkans Mission, it should be possible to provide a flow of information from the country mission P.R. offices.

LBirk-wwt

File

To: Mr. Alvin Roseman
Mr. Frank Young

From: Louis P. Birk

Subject: Hanna Girgis

I should like to give you additional facts regarding this employee, for whom I proposed \$25 monthly.

While I realize that no large organization can take account of personal situations, there are certain requests I believe we can grant to Mr. Girgis.

First, he wishes a different classification than "messenger". If this title appears on his employment record, it will work against his future earning capacity. He is not strictly a messenger, but he does make delivery of important press material, some to the censor for security vetting. And he handles some printing detail under Mr. Noble's supervision. I suggest the classification of "Press Assistant", as more fully representative of his duties.

As to the salary - I have advised him that he cannot be granted \$25 monthly. For the record, however, he did receive \$20 monthly from General Motors in Cairo. He operated the switchboard there, and also did translating and security vetting. His recommendations, both from General Motors and from OWI, where he worked for two years, were excellent.

He came to UNRRA as a Roneo operator, not realizing the difficulties involved in shifting to a higher pay level within the same organization. He is twenty-six, and is taking university work in his spare hours. We find him highly intelligent and reliable.

I therefore suggest \$20 monthly for the approval of Mr. Young and your office.

LBirk-wwt
29 December 44

CLEAR

FOREIGN OFFICE

ENJOY 350.

Your Enjoy 271 Birk left complete data in London
October, re Hogg Hunter Cullen. Hunter line 31-G Pounds
800. Cullen line 31-H Pounds 600 Hogg line 31-E Pounds
1200 Birk requested Ingrams further check Hogg advising result.
Albanian operations require Cullen immediately. Hogg
urgently required if cleared. Advise when Hunter will
report here.

MEMIN

FYoung/gr
18 Dec.44

DISTRIBUTION ON: FILE
MR. YOUNG
MR. BIRK —
MR. TONKINS ON
SIR W. MATTHEWS
MR. MILLER
~~MR. GIBSON~~
~~MR. GIBSON~~
~~MR. GIBSON~~
HASKELL

To: Mr. Frank Young
From: Louis P. Birk
Subject: Winifred Tyson

Mrs. Tyson was good enough to become my secretary in September, transferring from Mr. Elkington's office with his consent, on a loan basis.

It was hoped that some opportunity for her to do editing work would arise, but this now seems unlikely. If she has a chance to transfer to the Italian Mission and improve her position thereby, I of course want to consider her preference.

However, before such transfer I should like to be assured of suitable replacement since a first-rate secretary is essential to me.

Could you make any suggestion? The replacement could be taken on now since I should like Mrs. Tyson to train her to take over smoothly.

LBirk-wwt
16 December 44

To: Mr. Frank Young
From: Louis F. Birk
Subject: Sara Samy

This is a matter apart from this Division's regular budget requests. I am informed by Miss Samy that, when she entered the employ of UNRRA which was before I arrived in Cairo, she was promised £30 monthly as salary. At present she is receiving £20 and considers that her trial period is now over.

She began work here about the first of July. Sir William Matthews was personally instrumental in bringing Miss Samy to UNRRA and her understanding about salary was with him.

Would you like to consider this question and let me know what answer I may give to Miss Samy?

LBirk-wwt
16 December 44

To: Mr. Frank Young
From: Louis P. Birk
Subject: Cable Enjoy 271 - My comments

This cable from London annoys me. All the information required by the London office was left in written form with the London organization in three separate places, including the Personnel Division. I assumed that these people were about en route to Cairo.

Could I suggest that the following cable be sent:

"Your 271. Birk left complete data in London October, re Hogg Hunter Cullen. Hunter line 31-G Pounds 800. Cullen line 31-H Pounds 600. Hogg line 31-E Pounds 1200. Birk requested Ingrams further check Hogg advising result. Albanian operations require Cullen immediately. Hogg urgently required if cleared. Advise when Hunter will report here."

Both Mr. Alan Hall and Mr. Haskell have repeatedly asked for Public Relations assistance.

I am sure you will do everything you can to expedite matters at this end.

LBirk-wwt
13 December 44

UNRRA - PUBLIC RELATIONS
DIVISION.

8th December 1944

TO :- Mr. Louis P. Birk.
FROM :- Mr. Robert C. Noble.

SUBJECT:- Miss RHONA SALANT.

I wish to recommend that Miss Salant be employed in Public Relations Division as my secretary. As you know I have been greatly handicapped by lack of assistance and I am anxious to get the office organised as quickly as possible.

I understand that it is unnecessary to discuss Miss Salant's salary as this has already been agreed between UNRRA personnel branch and herself. She is receiving a commencing salary of LE.35 per month.

OK. NB

R. C. Noble

RCN/RS

Budget Sheet

To: Miss Cousens-Hardy
From: Louis P. Birk, Director of Public Relations
Subject: Attached Budget Sheet

Comments on Public Relations Budget Sheet are as follows:

Public Relations was organized very late in Cairo, and therefore is still in recruitment stage. P. R. is one of the Balkans Divisions whose volume of work will necessarily grow as operations begin in the Balkans.

In September we presented our primary budget requirements. These were minimum requirements.

The following positions, requested in September, should be added to the Budget Sheet, for Mr. Dayton's action:

- 1 Staff Writer - Grade 10
- 1 Serbo-Croat Translator-writer - Grade 10
- 2 Stenographer-typists
- 2 Typists
- 1 Messenger

A further comment: We have found it a recent necessity to have the services of a staff photographer, on a fee-when-working basis. It would be cheaper now to put him on a salary, month to month. He would accept L.E. 55.- per month.

Final note: Miss Elisabeth Leeper, the British Ambassador's daughter, is now with her family in Greece. There is a question, up to the Greece Mission, of using her services there, either in P.R. or elsewhere.

LBirk-wwt
5 December 44

To: Mr. F. Young
From: Louis P. Birk
Subject: Donald Armstrong

The changed nature of UNRRA operations in Albania will make necessary an additional Public Relations budget position, Grade 10. I have therefore drafted a cable to Washington which is attached.

The chief considerations are whether Washington can ensure us (1) immediate budget approval and (2) top speed in getting our proposed candidate on duty in Albania.

If there is any hitch in either of these considerations, this Division will want to know about it immediately. I tried to put that point over in the cable.

LBirk-wwt
1 December 44

File

To: Mr. F. Young
From: Louis P. Birk
Subject: Donald Armstrong

The changed nature of UNRRA operations in Albania will make necessary an additional Public Relations budget position, Grade 10. I have therefore drafted a cable to Washington which is attached.

The chief considerations are whether Washington can ensure us (1) immediate budget approval and (2) top speed in getting our proposed candidate on duty in Albania.

If there is any hitch in either of these considerations, this Division will want to know about it immediately. I tried to put that point over in the cable.

LBirk-wwt
1 December 44

STAFF CONFIDENTIAL

30th Nov. 1944

To: Lewis P. Birk,
Director of Public Relations

From: Frank Young,
Director of Personnel.

F. Young

Subject: R.C. Noble.

Reference your memo. of 23rd Nov. recommending that Mr. Noble be entitled to Separation allowance in respect of his wife. According to our records the lady is no longer Major Noble's wife but is divorced from him. If this is confirmed by you would you say whether payments are being made by Major Noble under order of the divorce court. If such payments are being made, Major Noble should submit a written statement to this effect.

This information is required before full consideration can be given to this matter.

STAFF CONFIDENTIAL

PERSONAL

7
REF: FTD/STF/10/1086

Foreign Transmissions Division,
Psychological Warfare Branch,
40 Sh. Kasr el Nil,
CAIRO.

29th November, 1944.

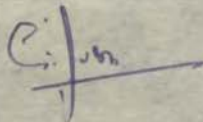
Dear Mr. Birk,

Subject: L. Fuller

Thank you for your letter of the 29th November. I will get moving right away and let you know as soon as possible what the chances are of releasing Mr. Fuller to you.

One of the responsibilities to be handed over, as I expect you are aware, is this business of W(T) Reserve.

Yours very truly,



Director, F.T.D.

L.P. Birk, Esq.,
Director, Division of
Public Relations,
UNRRA,
Balkan Mission.

To: Mr. F. Young
From: Louis P. Birk
Subject: Public Relations Division Personnel

This will record the status of four members of this Division and prospective members, whose budget line number is not quite clear.

Following are the names with job analysis of the position holders or prospective appointees:

1. Margaret Gilruth, Publicity Officer. Her duties include preparation of all publicity pertaining to the six refugee camps in the Middle East; arranging or filling lecture dates requested by outside organizations and by other divisions within the Balkan Mission; supervision of all information material going to the UNRRA refugee camps from various sources such as OWI, MINE, PWE, etc. These materials include books, pamphlets and booklets and other reading material, as well as distribution of motion pictures to the camps.

Miss Gilruth joined the staff of the Balkan Mission, May first, but no budget line opening has been created for her. Her classification is Grade 7 - \$3200.

2. Mrs. Isabel Hunter. Mrs. Hunter is attached to the Balkan Mission in the capacity of translator-writer. Her duties will include review of Greek language source materials, in the Greek press or through reports and articles originating in Greece and forwarded to the Balkan Mission; the writing of news, feature and information articles suitable for Washington and London use; acting as interpreter when needed by the office of the Chief of Mission; lecturing, speaking and writing, as necessary, to the Greek people, in the form of articles, pamphlets or display material.

Mrs. Hunter was recruited in London, October sixteenth, and no budget line has been created for her. Her classification is Grade 7 - \$3200.

3. Serbo-Croat writer. It is necessary to have a Serbo-Croat translator-writer, acting in exactly the same capacity as outlined above in the case of Mrs. Hunter. Prospects to fill this opening are being interviewed, but no budget line has been created. The classification is also Grade 7 - \$3200.
4. Staff writer, which is needed for the preparation of pamphlets, booklets and handbooks useful to the Balkan and country mission staffs, embodying policy changes and new operations in the Washington and London offices. Duties of the staff writer would include also articles for London and Washington use, dealing with the programs of all UNRRA's divisional operations; also assisting the chief press officer in obtaining clearance of censorship; reviewing all press releases and articles and radio material forwarded from the London and Washington offices

to the Balkan Mission, and extending the coverage initiated by Washington and London.

A candidate has been selected for this position, but no budget line exists. The classification is Grade 9 - \$4400.

Aside from the above four positions, all budget lines of the Public Relations Division in the Balkan Mission as well as the Greece, Yugoslavia and Albania Missions have been cleared to date. Miss Elizabeth Leeper, at present assigned to the Balkan Mission, will probably transfer to the Greece Mission. She is now in Greece. Whether she will remain in Public Relations or undertake other work in the Greece Mission is the subject of discussion with the Chief of the Greece Mission. Miss Leeper has been on the staff of the Balkan Mission since fifteenth July, though no budget opening had been created during this time.

LBirk-wwt
7 november 44

cc Mr. Aaronson

telegram received on 24 Nov.44

FROM : YUGAID

DATE: 23 Nov.44

TO : MIDEAST UN2 UNRRA

FROM HALL 69 for Birk Barratt-Brown letters twentyone and twentythree November referred (1) Clissold returned but required in Belgrade by Military Mission for six to eight weeks more (2) Nevertheless most anxious take up job with UNRRA soonest (3) Clissold queries advisability appointing Hogg in view association old Royal Yugoslav Government if only because possible suspicion in Partisans minds and requests further information (4) Clissold pressing immediate release Anty stand in for him either in place Hogg or for third budget line (5) please instruct.

DISTRIBUTION:FILE
MR.YOUNG:ACTION
MR. BIRK-----
MR.T. HALL
SIR W. MATTHEWS
MR.ROSEMAN
MR.MILLER
MR.GERSTENZANG
MR. DOWNIE
COL.WEBB.

DRAFT OF CABLE

To YUGAID

Your sixtynine and twentyfirst November letter.
Agree Auty third budget line as Clissold standin
while Hogg being further checked.

LBirk-wwt
27 november 44

29 November 1944

C. P. Jubb, Esq., Director,
FTD, PWB, IAF,
Cairo.

Subject: - Mr. Leo Fuller

Dear Mr. Jubb:

The Public Relations Division of UNRRA Balkan Mission is interested in the possibility of acquiring the services of Mr. Leo Fuller who, I understand, is at present employed in your department.

You will understand, of course, that we are anxious not to interfere in any way with arrangements you may be making for Mr. Fuller, but I would stress that we should be able to offer him employment which would suit his abilities and which would be of great service to the relief cause planned by The United and Associated Nations.

Very truly yours,

L. P. Birk
Director, Division of
Public Relations - UNRRA
Balkan Mission

RCN:mr

File

24 November 1944

AFHQ
GI(BR-41)
CMY

Confidential

Attn: Lt. Col. Higgins

Subject: Release of Major Stephen Clissold

1. Pursuant to conversation held in your office about a fortnight ago, the United Nations Relief and Rehabilitation Administration is very desirous of obtaining the services of Maj. Clissold to serve as Public Relations Officer for the UNRRA Yugoslav Mission.

2. Major Clissold has been most highly recommended to the Administration by persons having a knowledge of his work and abilities and it would be appreciated if he could be made available at the earliest possible date. It is our understanding that the mission with which he is now serving will be abolished during the month of December 1944.

3. It would seem appropriate to quote from the Committee of the Council of Forty-four Nations charged with the formulation of personnel policies, a portion of the resolution relating thereto: "It was agreed that the fullest utilization should be made by the Administration of the men and women now serving in the armed forces of the United Nations, and who, at the close of the war, will constitute a vast reservoir of manpower capable of making an extremely valuable contribution to the work of the Administration". While the war is not ended, it is hoped that the War Office will adopt a policy of releasing personnel who have outstanding qualifications to render service with UNRRA. We believe that Major Clissold's work with the Yugoslavs places him in this category.

4. Favorable action and advice on this request will be greatly appreciated.

Sincerely yours,

Thos. M. Hall
Deputy Chief of Mission for
Finance and Administration

Copies to:
Alan Hall
F. Young
T. Hall
Personnel Files
L. Birk ✓

telegram received on 23 Nov.44

FROM : WASHINGTON

TO : CAIRO

NB
No. 750

DATE : 22 Nov.44

750. Fully understand your expressed need for position for which Noble proposed but must defer appointment approval pending Balkan Budget determinations.

DISTRIBUTION:FILE
M FOUNG:ACTION
WCK MR. BIRK
SIR W. MATTHEWS
MR.ROSEMAN
MR.MILLER
MR.GERSTENZANG
MR.DOWNIE
CO L.WEBB.

To: Sir William Matthews
From: Louis P. Birk
Subject: Keith Henry Scott-Watson

If you recall, Scott-Watson is the chap we wanted to nominate for the urgently needed staff writer.

I have checked several sources, including Major Noble, and find the rumored difficulty you referred to was based on misunderstanding. It happened that Madame Zulficar, cousin of the Queen of Egypt, formed a Committee to aid the Yugoslav Refugees. Then she asked Scott-Watson to do a story, and gave him a letter to the Central Committee at El Shatt, rather than to the Camp Administration. Colonel Ruston had approved the assignment for a PARADE article. Then came a storm in a tea cup, over the matter of approach to the refugees direct. Scott-Watson killed the story, again with Colonel Ruston's O.K., as the best way out of the mix-up.

As you know, I have struck for top ranking journalists with full European backgrounds, as being the best investment for UNRRA Balkans. Men like Noble, Morrell and Clissold bring with them valuable contacts with ranking war correspondents and writers.

Scott-Watson is another. Five years with the DAILY HERALD took him to Danzig, Spain, Rome and Athens, as foreign correspondent (1936-41). In '41-'42 he was Foreign Editor of the EGYPTIAN GAZETTE, and from '41 to present he has worked on PARADE, for MIME. His by-line is well known and he is a favorite lecturer to the British Forces. He is 32, married, and lives a few blocks from this office. I can get him for £1100.

If this clears him with you, I have plenty of work to which he could be assigned immediately.

LBirk-wwt
10 november 44

30 October 44

To: Mr. Alvin Roseman
From: L. P. Birk
Subject: Public Relations Personnel

There are two personnel situations on my staff which have been hanging fire, and I have been unable to get them resolved, so I am turning to you in the hope that some action will be put through since the work of the Division otherwise faces immediate disruption.

1. Major Robert Noble In August, processes were put in motion to civilianize Major Noble and place him on a budget line level as Head Press Officer for this Division. Such a position is indispensable to operations of the Balkan Mission. I understand that Washington clearance of this position is still hanging fire and last week gave a memorandum to Mr. Young, subject to your prior concurrence, placing Major Noble temporarily on WAE at \$10 per day. His base pay under Grade 11 would be approximately \$14 per day. No verification of the WAE status has come through, and Major Noble has now worked for the past four weeks without income. It is urgent for him that his papers go through, and that he may be allowed to claim an advance equal to his earnings to date rather than face any delay in payroll arrangements. Even so, \$10 per day is not sufficient to meet his expenses for more than a brief period.
2. Margaret Gilruth Miss Gilruth has had a flattering offer from the Colonial Office on the basis of \$300 annually with a residence and personal use of the motor car as additional wage consideration. This position would be on the Island of Cyprus. In September it was proposed that Miss Gilruth be reclassified from Acting Public Relations Officer to Publicity Officer at Grade 7, \$3200. So far no action has come through on this proposal from Washington.

Although the Cyprus opening would be financially superior to our Grade 7, Miss Gilruth's loyalty to Sir William and UNRRA might hold her here if we could get assurance of her reclassification. As you know, her work has been of the highest order for many months, and her background with MERRA and UNRRA would make it extremely difficult to replace her. At this stage of the Balkans Mission's development, I think it would be tragic to lose her services. She has specialized in publicity for the camps, and just now is working with Arthur Calder Marshall on the comprehensive UNRRA film to be distributed through Ministry of Information in London, the National Film Board of Canada, and through Mr. Salisbury's channels in the U.S. - a coverage exceeding in value March of Time's coverage.

She is also in charge of the distribution of all material to the camps from MOI, OWI, PWB, a delicate and complicated matter of censorship and distribution which has been worked on and perfected over a period of months.

I would be most grateful if you could direct that action be taken

To: Mr. F. Young
From: L. P. Birk
Subject: R. Noble

With the prior approval of this memorandum by Mr. Roseman, I should like to request that Robert Cottam Noble be placed on a temporary appointment basis pending answer from Washington to our cable No. 606.

As I stressed on the telephone, it is vital to this Division's work that Mr. Noble's status be cleared at once so that he will be in a position to travel as an UNRRA official. He has worked full time in this office since reporting here for duty 2 October. His base pay, as previously agreed upon, is \$5,000 annually. Could it be arranged that he be given an allowance of \$10 per day on a WAB basis, and that this arrangement be dated back to the date of his actual entering on duty?

I should be most grateful for your assistance.

LBirk-wwt
27 october 44

File

To: Mr. F. Young
 From: Louis P. Birk
 Subject: Public Relations Personnel

I am not clear about the status of Public Relations personnel, either as to budget lines approved in Washington or those of certain staff members recruited locally by the Cairo office before I reported for duty here 15th August.

The Public Relations Division was organized very late in the Balkans Mission, and since its staff members are the first to go into action, I am exceedingly anxious that these matters be cleared up at the earliest possible moment. In order to help you to get a clear picture of the status of our personnel, I am listing below our complete staff as of this date with budget openings authorized but not yet filled and notations where special circumstances exist. The names of the staff members who have not yet reported for duty are enclosed in brackets. In this way, I think you will find it easy to see exactly the staff we have on hand, and the staff in the process of recruitment.

BALKANS MISSION

	<u>Budget Line</u>	<u>Grade</u>
Director of Public Relations L.P. Birk - reported 15 August	28a	13
Deputy Director Public Relations (Fields - Note:- Recruited Washington, still there)	28b	12
Chief Press Officer Major Noble on WAE pending confirmation; reported 2 October	28c ⁺	11
Special Assistant (Mrs. Morris, Washington, en route Cairo)	28c	9
Publicity Officer Miss Gilruth, reported 1 May	-++	7

⁺ This budget line suggested to Washington.
⁺⁺ Miss Gilruth acted as Public Relations Officer for the Balkans Mission about four months before I reported for duty. She was reclassified 1 September and was made Public Relations Officer Grade 7. However I have not seen a budget line for her position on any budget.

BALKANS MISSION

	<u>Budget Line</u>	<u>Grade</u>
Administrative Assistant Mary Rubin, reported 19 October ++	31f	7.
Secretary Winifred Tyson, reported 5 September ^x	70	5
Receptionist Sara Samy, reported 15 July ^{xx}	--	-
Liaison Officer Miss Leeper, reported 15 July ^{xxx}	--	-

Note:- In a budget proposal discussed in Cairo 3 September a staff writer and two interpreters, 1 Serbo-Croat and 1 Greek, were requested. The staff writer, Grade 19, has not been recruited, and the Serbo-Croat interpreter has not been recruited. The Greek interpreter, Mrs. Hunter [#] was recruited in London. Two stenographers were also requested in this budget and have not been recruited.

GREECE MISSION

	<u>Budget Line</u>	<u>Grade</u>
Public Relations Officer Davis, reported 20 August (now in Greece)	29	12
Assistant Public Relations Officer Janus, reported about 1 September	31d	9
Special Assistant (Position open)	31g	7

~~++~~ According to Miss Rubin's P-3, she is assigned to the Balkans Mission, and this step was cleared at the Washington level in late August or early September. However in her case also no budget line appears on the budget I have examined.

x Transferred from the Bureau of Requirements and Supply.

xx Miss Samy assisted Miss Gilruth before my arrival, and is in the same position as regards lack of budget line.

xxx Miss Leeper assisted Miss Gilruth before my arrival, and is also without a budget line. My understanding is that she will be transferred to the Greece Mission with the permission of Mr. Archer, but at present she is in Greece acting as liaison officer for Balkans mission.

YUGOSLAVIA MISSION

	<u>Budget Line</u>	<u>Grade</u>
Public Relations Officer (Clissold - offered position)	30	12
Assistant Public Relations Officer (Hogg [#] recruited 16 October in London)	31e	9
Special Assistant (Position open)	31f	7

ALBANIA MISSION

Public Relations Officer (Morrell, recruited in Cairo 25 October reporting for duty 25 November)	31	11
Special Assistant (Mrs. Cullen [#] recruited London 16 October)	31h	7

In the case of Mr. Hogg, Mrs. Hunter and Mrs. Cullen, it is my understanding with the London office that these people will be processed in that office and will be transported to Cairo as promptly as possible. Attached to this memorandum is detailed information concerning these appointees.

cc: Mr. W. Salisbury
LBirk-wwt
27 October 44

Robert Daniel Hogg, age 37 years. Experience includes employment by the Society of Friends in Paris, 1933-36, by the I.L.O. from 1936-38, and the Ministry of Information from 1938-42. In 1942 Mr. Hogg entered the service of the Yugoslav Government in Exile to report on the British Press. In 1943, he joined P.I.B. as Chief of Publications addressed to Yugoslavia. These publications were all fortnightly, and included the London Letter, the Youth Letter, Slovenia, and Pictures.

He speaks French, German, Italian, Russian and Serbo-Croat, and published books on Yugoslavia several years ago.

His salary requirement would be in the neighbourhood of £1,200 annually.

Mrs. Eirlys Cullen, age 33, British subject. Previous to her work at P.I.B. beginning in April 1944, Mrs. Cullen worked on various magazines as Editor and Researcher. At P.I.B. she has done editing work for the B.B.C. and prepared propaganda concerning various Albanian personalities and programmes.

Her languages are French, German, Spanish, Albanian, and Modern Greek.

Her salary requirement is £600 annually.

Mrs. Isabel Hunter, age 32, British subject. Mrs. Hunter was recommended to Mr. Phillips through OWI connections, and interviewed by me. She has also been interviewed by Miss Franklin and Miss Watt of Personnel.

She has lived for ten years in Greece, where she did considerable work as a Lecturer and writer. In England, during the war, she has lectured extensively on Greece, and has written numerous articles for publication. Her languages include a thorough knowledge of Modern Greek.

Her salary requirement is £800 annually.

LBirk-wwt
27 october 44

To: Mr. F. Young
 From: L. P. Birk
 Subject: Secretaries

At the request of the London Personnel office, I am informing you of a circumstance which took place on my recent visit to that office.

In the course of interviewing prospective Public Relations staff, Miss Elizabeth Barker, head of the Political Intelligence Division, Foreign Office, London, was especially helpful to me. She asked, as a favor, that I interview five members of her secretarial staff, people she recommended highly, and who were anxious to work for UNRRA in the Balkans. All five of them have been working in the Political Intelligence Division Balkan material, and Miss Barker thought they would be especially suited for work in this Mission. It was anticipated that Political Intelligence Division would shrink in staff as the end of hostilities in the Balkans draws near. The

The secretaries by name are as follows:

Miss Deamanka Damuynovitch - age 32

She is a British subject, but was born in Montenegro. She has a perfect knowledge of Serbo-Croat, French, German, and Modern Greek.

Miss Maureen Mackie - age about 25

Languages - German, French, and reading knowledge of Serbo-Croat.

Miss Joan Summerscale - age about 25

Languages - French and Serbo-Croat

Mrs. Doreen Clements - French and Serbo-Croat

Mrs. Rosemary MacMillan - German, French and Serbo-Croat

I talked to these girls, explaining I had no connection with personnel in London or in the Balkans, but would be glad to tell them the nature of the work here. As a result, all five of the girls applied to the London Personnel office for secretarial work in the Balkan Mission. The London Personnel office expedited their applications, but stated that the London quota for secretaries to the Balkan Mission had been fully recruited, and that the London office could not recruit further without advice from Cairo or Washington. I was asked to put this matter up to you, and to let you inform London whether or not London could recruit these applicants. If the Balkan Mission, especially the Yugoslavia country mission, still needs secretaries, you would, in my opinion, find these girls eminently suited for work in Yugoslavia, or in some cases in Albania or Greece.

30 October 44

To: Mr. Alvin Roseman
From: L. P. Birk
Subject: Public Relations Personnel

There are two personnel situations on my staff which have been hanging fire, and I have been unable to get them resolved, so I am turning to you in the hope that some action will be put through since the work of the Division otherwise faces immediate disruption.

1. Major Robert Noble In August, processes were put in motion to civilianize Major Noble and place him on a budget line level as Head Press Officer for this Division. Such a position is indispensable to operations of the Balkan Mission. I understand that Washington clearance of this position is still hanging fire and last week gave a memorandum to Mr. Young, subject to your prior concurrence, placing Major Noble temporarily on WAE at \$10 per day. His base pay under Grade 11 would be approximately \$14 per day. No verification of the WAE status has come through, and Major Noble has now worked for the past four weeks without income. It is urgent for him that his papers go through, and that he may be allowed to claim an advance equal to his earnings to date rather than face any delay in payroll arrangements. Even so, \$10 per day is not sufficient to meet his expenses for more than a brief period.
2. Margaret Gilruth Miss Gilruth has had a flattering offer from the Colonial Office on the basis of \$300 annually with a residence and personal use of the motor car as additional wage consideration. This position would be on the Island of Cyprus. In September it was proposed that Miss Gilruth be reclassified from Acting Public Relations Officer to Publicity Officer at Grade 7, \$3200. So far no action has come through on this proposal from Washington.

Although the Cyprus opening would be financially superior to our Grade 7, Miss Gilruth's loyalty to Sir William and UNRRA might hold her here if we could get assurance of her reclassification. As you know, her work has been of the highest order for many months, and her background with MERRA and UNRRA would make it extremely difficult to replace her. At this stage of the Balkans Mission's development, I think it would be tragic to lose her services. She has specialized in publicity for the camps, and just now is working with Arthur Calder Marshall on the comprehensive UNRRA film to be distributed through Ministry of Information in London, the National Film Board of Canada, and through Mr. Salisbury's channels in the U.S. - a coverage exceeding in value March of Time's coverage.

She is also in charge of the distribution of all material to the camps from MOI, OWI, PWB, a delicate and complicated matter of censorship and distribution which has been worked on and perfected over a period of months.

I would be most grateful if you could direct that action be taken

30 October 44

To: Mr. Alvin Roseman
From: L. P. Birk
Subject: Public Relations Personnel

There are two personnel situations on my staff which have been hanging fire, and I have been unable to get them resolved, so I am turning to you in the hope that some action will be put through since the work of the Division otherwise faces immediate disruption.

1. Major Robert Noble In August, processes were put in motion to civilianize Major Noble and place him on a budget line level as Head Press Officer for this Division. Such a position is indispensable to operations of the Balkan Mission. I understand that Washington clearance of this position is still hanging fire and last week gave a memorandum to Mr. Young, subject to your prior concurrence, placing Major Noble temporarily on WAE at \$10 per day. His base pay under Grade 11 would be approximately \$14 per day. No verification of the WAE status has come through, and Major Noble has now worked for the past four weeks without income. It is urgent for him that his papers go through, and that he may be allowed to claim an advance equal to his earnings to date rather than face any delay in payroll arrangements. Even so, \$10 per day is not sufficient to meet his expenses for more than a brief period.
2. Margaret Gilruth Miss Gilruth has had a flattering offer from the Colonial Office on the basis of \$800 annually with a residence and personal use of the motor car as additional wage consideration. This position would be on the Island of Cyprus. In September it was proposed that Miss Gilruth be reclassified from Acting Public Relations Officer to Publicity Officer at Grade 7, \$3200. So far no action has come through on this proposal from Washington.

Although the Cyprus opening would be financially superior to our Grade 7, Miss Gilruth's loyalty to Sir William and UNRRA might hold her here if we could get assurance of her reclassification. As you know, her work has been of the highest order for many months, and her background with MEHRA and UNRRA would make it extremely difficult to replace her. At this stage of the Balkans Mission's development, I think it would be tragic to lose her services. She has specialized in publicity for the camps, and just now is working with Arthur Calder Marshall on the comprehensive UNRRA film to be distributed through Ministry of Information in London, the National Film Board of Canada, and through Mr. Salisbury's channels in the U.S. - a coverage exceeding in value March of Time's coverage.

She is also in charge of the distribution of all material to the camps from MOI, OWI, PWB, a delicate and complicated matter of censorship and distribution which has been worked on and perfected over a period of months.

I would be most grateful if you could direct that action be taken

To: Mr. F. Young
From: L. P. Birk
Subject: R. Noble

With the prior approval of this memorandum by Mr. Roseman, I should like to request that Robert Cottam Noble be placed on a temporary appointment basis pending answer from Washington to our cable No. 606.

As I stressed on the telephone, it is vital to this Division's work that Mr. Noble's status be cleared at once so that he will be in a position to travel as an UNRRA official. He has worked full time in this office since reporting here for duty 2 October. His base pay, as previously agreed upon, is \$5,000 annually. Could it be arranged that he be given an allowance of \$10 per day on a WAB basis, and that this arrangement be dated back to the date of his actual entering on duty?

I should be most grateful for your assistance.

LBirk-wwt
27 october 44

To: Mr. F. Young
From: L. P. Birk
Subject: R. Noble

With the prior approval of this memorandum by Mr. Rosenan, I should like to request that Robert Cottam Noble be placed on a temporary appointment basis pending answer from Washington to our cable No. 606.

As I stressed on the telephone, it is vital to this Division's work that Mr. Noble's status be cleared at once so that he will be in a position to travel as an UNRRA official. He has worked full time in this office since reporting here for duty 2 October. His base pay, as previously agreed upon, is \$5,000 annually. Could it be arranged that he be given an allowance of \$10 per day on a WAB basis, and that this arrangement be dated back to the date of his actual entering on duty.

I should be most grateful for your assistance.

LBirk-wwt
27 october 44

413

File - Personnel

12th September, 1944.

To: Mr. Birk - Public Relations

From: Thomas Bowley, Recruitment & Placement

Attached is a personal history statement of personnel recruited for your Division. In some cases these histories apply to personnel already on duty and in some cases they have been forwarded to us for personnel who are arriving in the near future. These are forwarded to you for information and should be returned to the Personnel Division for filing when you no longer need them.

July 20, 1944

NAME: Allen Daniel Fields

ADDRESS: Damslope, Mt. Airy Road
Croton-on-the-Hudson, New York

BORN: Dec. 8, 1915 - New York City

DRAFT STATUS: 2-A MARITAL STATUS: Married CHILDREN: 1

POSITION: Assistant Director of Public Information
UNRRA Grade 12, \$6,000

EDUCATION: Long Island University
College of the City of New York

LANGUAGES: Slight knowledge of Hungarian, German and
French.

EMPLOYMENT: Director of Information, Immediate Office,
Secretary of the Navy, Washington, D.C.
1943 to 1944.

Account executive, Edward L. Bernays Co.,
(Public Relations firm), Sept. 1942 to
Oct. 1943.

Executive Secretary, Public Health Bureau,
American Optometric Association, 1938 to
1940.

Paramount Pictures, Inc., 1933 to 1938.
(Preparation of Press Books for exhibitors.
Free lance writing and publicity.)

Reporter, Brooklyn Daily Eagle.

Free lance assignments included articles for
various magazines, trade papers, etc., radio
scripts, publicity, etc.

DUTIES TO BE PERFORMED WHILE ABROAD:

Aid the Director in Cairo to establish and
keep current all contact with U.S. Federal agencies in the Balkan
areas as well as agencies of the British and Allied Governments
and also the military services of Britain and the U.S. In addition,
the negotiations must be begun with major commercial wire and news
services and with the Beddington camera crews operating through
the Ministry of Information in London.

5 September 1944

To: Mr. M. Menshikov

Attention of Mr. M. Salisbury
From Louis P. Birk

From: Sir William Matthews

Subject: Chris Janus

I should like to record a development which Alvin Rosen will be able to elaborate.

Chris Janus, first assigned to Balkan Intelligence at line 11 (5300) was transferred to the Bureau of Distribution and Transport for a few weeks. Upon the arrival here of Homer Davis, discussions were held among Messrs. Archer, Davis and Janus concerning a transfer to Public Relations office in Greece.

I did not know of these discussions until a request was made for me to appoint Mr. Janus as Special Public Relations Officer attached to the Balkan Mission and assigned to Greece. Since Mr. Janus had applied for a line 12 rating, it was felt that the above title would justify this higher classification. This arrangement I rejected on organizational and budget grounds.

A further proposal was made that Mr. Janus be Special Assistant to Mr. Archer, but it developed that no budget position was open for this assignment. Thereupon it was then proposed by Mr. Davis and Mr. Archer that Mr. Janus be assigned to the Public Relations Division in Greece, presumably at line 12, although I believe that Mr. Archer feels that he could be transferred at the present level of 5300. My latest conversation with Mr. Janus indicates that he still expects a line 12 classification.

I have no personal objection whatever to Mr. Janus, nor do I have any detailed record of his background, which is in Washington. He is however a firm choice of Mr. Davis as Assistant. I find the position with Mr. Davis and Mr. Archer was that this transfer was satisfactory to me provided both you and Mr. Kanthaky approve his assignment and the salary range. If you do decide to authorize the transfer, perhaps it would be noted that in this particular case, the budget of the Public Relations Division was exceeded by virtue of the special circumstances involved.

LBirk/wwt

Miss Rubin

To: Public Relations Staff Members
From: L. P. Birk
Subject: Office Functions

This will record our inter-divisional relationships as discussed at the 26 October meeting.

Mr. Noble as Head Press Officer is responsible for all press relations, clearance of censorship, preparation and supervision of material designed for release to the press or magazine medium. Until the arrival of Mr. Fields, radio material will also clear through Mr. Noble.

Mr. Noble will have the general supervision over still and motion picture releases with the exception of those that relate to UNRRA camps.

Miss Gilruth is in full charge of all publicity relating to the UNRRA camps and preparation of all material for press or other matters concerning camps. Releases to the press of any character should be channeled through Mr. Noble.

Miss Gilruth has complete charge of arrangements for all lectures, and the filling of requests for lectures; relationships with Beddington camera crews will be her responsibility.

Miss Rubin will be in charge of the personality files and of reference materials for display or use within the Division. She will gradually assume other specific responsibilities as time allows fuller acquaintance with the organization of Public Relations-Balkans.

Mrs. Tyson will assume the preparation of the daily diary, the monthly report of the Public Relations Division, and will do the final editing of the STAFFSHEET in addition to her duties as secretary to Mr. Birk.

Miss Sany will be responsible for gathering material for the STAFFSHEET and for the first draft of the copy. She will also have charge of the distribution of information material to and from UNRRA camp in cooperation with Miss Gilruth. She will be responsible for obtaining initial interviews with important arrivals on UNRRA staff in Cairo, these interviews being the basis of later publicity or news releases to be prepared by appropriate members of the staff.

Signing letters and memoranda - The greatest latitude is to be allowed all members of the staff in the use of their own signature and title in correspondence relating to their duties and addressed to individuals outside the UNRRA organization. All letters of an official nature are to be cleared through Mr. Birk before release.

Memoranda or communications addressed to the Chief of the Balkan Mission, Deputy Chiefs and Divisional Directors are to bear the signature of Mr. Birk. Communications to other UNRRA staff members may bear the signature of the individual.

LBira-wvt
2 November 44

TO: Sir William Matthews
From: Louis P. Birk
Subject: Public Relations - Personnel and Plans

Major Robert Noble, assigned for the past two years to MOI (MIME in Cairo) will join the staff as Head Press Officer, probably the fifteenth of September, and will handle radio as well, temporarily. He is thirty-two years of age, has had wide pre-war and wartime British and European Press experience, and will be civilianized upon joining UNRRA.

As of this date, Mrs. Winifred Tyson transferred, as secretary, to this Division from the office of Mr. Elkinton.

Allen D. Fields, Deputy Public Relations Director, and Mary Rubin, Administrative Assistant, both recruited in Washington, have not arrived in Cairo.

The plans of this Division, to meet the changes faced by the Balkan Mission, are submitted for your approval, as follows:

Miss Gilruth and Miss Samy, with one stenographer (to be recruited) will remain in Cairo for about two months following any change in our Balkan Headquarters. They will conclude Public Relations arrangements now being made with the Camps Division, the Training Center, the Beddington Camera crews and the March of Time, to name the principals.

Miss Leeper, in this Division pending transfer to Greece, will next week accompany her father, the British Ambassador, to Italy, and will have no regular Public Relations assignments pending a change in our Balkan Headquarters.

I shall join Colonel Rider in Italy for a week beginning in four days. If possible, I should like to continue on to London, returning to Cairo or to new Balkan Headquarters. It is vital that I should go to London, but events must decide.

To summarize, at our new Balkan Headquarters, when our Operational stage begins, I should like to assemble the following:

- Deputy Fields (now in Washington)
- Press Officer Noble (transfer to UNRRA pending)
- Assistant Mary Rubin (now in Washington)
- Secretary Winifred Tyson
- Staff Editor (to be recruited)
- Stenographer (to be recruited)
- Two Translators (to be recruited)
 - One Greek
 - One Serbo-Croat
- Miss Leeper (in transit)

To remain in Cairo for sixty days:

- Publicity, Miss Gilruth
- Files, Miss Samy
- One Stenographer (to be recruited)

Country Mission Public Relations

For Greece: Mr. Davis, Head, and two assistants (to be recruited) plus staff secured through Greek Government.

For Yugoslavia: Head Public Relations Officer, and two Assistants (to be recruited) plus staff secured through Yugoslav Government.

For Albania: Head Public Relations Officer and one Assistant (to be recruited) plus staff secured through Albanian Government.

Total: For Balkan and Country Missions - 19.

Conclusion

It can be noted that the most pressing need is personnel. Of the staff of nineteen required, seven have been recruited, two of which are held in Washington, and one not transferred to UNRRA duties.

I shall hope to remedy this during the trip to Italy and especially to London, and Mr. Davis is also trying to fill his positions in Greece.

The above staff requirements were presented to Mr. Miller, Mr. Mohrbaugh and Mr. Ross on the second of September, for approval in Cairo and Washington. Of positions above secretarial rank, of which there are fourteen, ten(?) were approved in Washington prior to my arrival in Cairo.

LBirk/wwt
4 September 44

1/3 file - personal

Shepherds . 12 noon .

Sunday, 20.8.44

Dear Mr. Bile,

I waited in so long this morning for a 'phone message (that didn't come!) from Mr. Archer re. meeting Dr. Davies, that when I tried to contact you, you were no longer in.

I've now rung Mr. Archer at his home - & find him very discouraging about the whole outlook. As that, however, hardly fits in with our Talk yesterday, I feel I should see you again to check up the whole position before going away today.

I'll enquire for you around lunch-time - & if you go out perhaps you would leave word how I can contact you.

Sincerely,

Walter M. Haggard

I don't feel I can usefully go back until I have reviewed the position with you - so if necessary, will

have to stay on another day. It will suit
me much better to ~~stay~~ this afternoon if it's
possible to see you in time — but I must
leave it to you to tell me a time when you're
available.

J. M. H.

My phone number: 49358

C O P Y

File *Take*

August 30, 1944.

To : Alvin Roseman, Deputy Chief, Finance and
Administration.

From : Rhoda O'meara, Welfare Division.

Subject: Major John Leacacos.

Per our conversation of August 29, I am referring to your attention Major Leacacos who is interested in obtaining a post with the Public Relations Division of UNRRA. I understand that Major Leacacos recently interviewed an UNRRA official in Rome and was informed that an important UNRRA Public Relations position might develop there. Major Leacacos believes that if an important Public Relations position were available to him with UNRRA he could be released from the Army.

Major Leacacos is responsible for Public Relations functions of the Allied Control Commission in Italy. He has had excellent experience in this field. Prior to his commissioning he was employed for many years by the Cleveland Plain Dealer. His record there is excellent. During his work in Cleveland he carried responsibility not only for keeping the public informed of welfare activities but for other Public Relations functions in the welfare field. Major Leacacos has an excellent educational background. In addition, he is fluent in a half a dozen languages.

I will appreciate anything that you might do to assist major Leacacos to obtain a post with UNRRA.

File

NAME: OLIVIA FOSTER WINDRAM
AGE: 30YEARS
NATIONALITY: BRITISH
ADDRESS: C/O EMPIRE FILMS, P.O.BOX 8216, JOHANNESBURG, SOUTH AFRICA.
EDUCATION: LORETO CONVENT, PRETORIA UNIVERSITY (ARTS), ROYAL ACADEMY
OF DRAMATIC ART, LONDON.
EXPERIENCE: STAGE, FILMS, JOURNALISM IN LONDON AND PARIS. AT ONE TIME
ENGAGED IN PUBLICITY ~~AND~~ BY ODEON CINEMAS (LONDON).
1939 - 1943 WROTE AND DIRECTED ADVERTISING AND PUBLICITY
FILMS FOR ALEXANDER FILMS (JOHANNESBURG)
1943 BECAME A DIRECTOR OF EMPIRE FILMS S.A. PTY.LTD. AND IN
THIS CAPACITY SENT ON BUSINESS VISIT TO NEW YORK.

2 *Gilruth*
Margaret Gilruth (aged 34)

- 1926 Left Melbourne public school with Leaving (Honors) certificate
- 1927-8 At Melbourne University
- 1928- Secretary to Manager of Australian Broadcasting Commission
30
- 1931 Worked passage to England as deck hand on Norwegian tramp.
Signed off in Hamburg after 6 months on board - earned £16.
- 1931 Article on manganese ships from Caucasus to Krupps got job
with London daily "News Chronicle".
- 1932 Obligated to go back to Australia @ father ill. News-Chronicle
paid for trip in return for series of articles on it.
Stopped off briefly to work for newspapers in Karachi,
Bombay (Illustrated Weekly of India), Singapore (Straits Times)
- 1933-4 Reporter on Melbourne "Herald".
Wrote book, "Maiden Voyage", published in London by Jonathan
Cape Ltd.
- 1935 Travelled to Far East, Europe and Britain, in charge of
tourists, for Australian Travel Association.
- 1936 Reporter on London "Daily Sketch".
- 1937 Back to Australia - father died.
Got flying license there. Have done fairly constant flying
until private piloting was abolished in England at outbreak of
war.
- 1937-8 Reporter on Melbourne "Herald". *Did broadcast weekly for
Australian Broadcasting Commission*
- 1938 To Far East, Europe and Britain, in charge of 30 tourists.
- 1938 Did parachute jump, per assignment London "Sunday Express".
- 1939- On cable staff of Australian Newspaper Service, based on
42 London.
To Prague for Runciman Mission. Wrote series of articles on
racial problems of Czecho-Slovakia, following extensive travel
there with rucksack.
Sent from London to Berlin two weeks before war, for two
days reporting. Sent to France second week of war.
On return helped with evacuation of pregnant mothers and
children under 5 from East End of London to safety spots.
- 1940 Only woman correspondent with Advanced Air Striking Force
(British and French), with headquarters at Rheims. Was
there on May 10, 1940. Returned to Paris under RAF protection
on May 16.
Battle of Britain - assigned to Dover.
During blitzes worked in East end of London with Auxiliary
Fire Service.
Did period broadcasts for A.B.C.
- 1942 To Middle East on staff of Mr. Casey, Minister of State to M.E.
During period when Germans advanced on Egypt, "lent" to
General Auchinleck as his private secretary (he then C-in-C.
Worked and lived with Caseys until they left for India.
- 1942 Joined MERRA.
- 1944 *Joined UNRRA*

DB-File 413

UNITED NATIONS RELIEF AND REHABILITATION
ADMINISTRATION

16 August 1944

TO: All Bureau and Division Chiefs
FROM: Laird Archer
SUBJECT: Assignments to AML for Directors Greece Mission

While it is quite natural that notice of assignments to District levels of personnel from the Balkan Technical and Functional Divisions should have been made directly to AMHQ at this particular time when there has been a special effort to get opposites together, I would appreciate it if in the future the District Officers are permitted themselves to introduce Technical and Functional officers to their opposites for the Districts concerned at Maadi.

For example, the agriculture officer assigned to District #3 should be introduced to District #3 people by the District Director for #3 and District #3 AML should receive its information first from our District Officer.

In seeking people to fill Public Relations vacancies in the Balkan Mission, I have examined Personnel Folders, with the guidance of Mrs. Farham, and have interviewed Mr. Thornton one of the prospects listed. Also, I have been in touch through Miss Elisabeth Barker of P.I.D. with another prospect, Patrick Maitland. The other prospects do not have the background necessary.

In the case of Mr. Thornton, I should like to reserve judgment, but I am dubious as to the advisability of putting him in charge of Public Relations in Yugoslavia, as this is the post for which he is being considered.

In the case of Mr. Maitland, this prospect decided that he did not wish employment outside of England.

On the suggestion of Mr. Ingrams, I visited Miss Elisabeth Barker of P.I.D. and interviewed several people she recommended. There follows a list of the individuals, brief comments on each, and recommendations.

1. Robert David Hogg, age 37 years. Experience includes employment by the Society of Friends in Paris, 1933/36, by the I.L.O. from 1936/38, and the Ministry of Information from 1938/1942. In 1942 Mr. Hogg entered the service of the Yugoslav Government in exile to report on the British Press. In 1943, he joined P.I.D. as Chief of Publications addressed to Yugoslavia. These publications were all fortnightly, and included the London Letter, the Youth Letter, Slovenia, and Pictures.

He speaks French, German, Italian, Russian and Serbo-Croat, and published books on Yugoslavia several years ago.

His salary requirement would be in the neighbourhood of £1,200 annually.

Recommendations:- Mr. Hogg seems satisfactory as one member of the UNRRA Public Relations staff, and I would now request his appointment, if he makes formal application for this position.

2. Mrs. Evelyn Cullen - Age 33 - British Subject. Previous to her work at P.I.D. beginning in April, 1944, Mrs. Cullen worked on various magazines as Editor and Researcher. At P.I.D. she has done editing work for the B.R.C. and prepared propaganda concerning various Albanian personalities and programmes.

Her languages are French, German, Spanish, Albanian, and Modern Greek.

Her salary requirement is £600 annually.

Recommendations:- If Mrs. Cullen should apply, I request that she be recruited for the position of Assistant Public Relations Officer, assigned to the Albanian Mission, and that she be sent first to the Balkan Mission Headquarters for re-assignment.

3. Dimitrios Maniatis - Age 30 - Greek Subject, but has lived in England since 1919, and has been educated in this country.

His experience, before joining P.I.D. in 1943, has been primarily with commercial concerns in administrative capacities.

He is attracted to the post of Assistant Public Relations Officer in Greece, but does not wish to lose his present status in England, which allows him to work here as a Greek.

Recommendations:- My general impression is that the prospect's background is not sufficiently well rounded for him to undertake a Greek Public Relations job. Furthermore, it is likely that certain arrangements now in prospect in Cairo will fill all Greek Public Relations openings by the time this application could be processed.

Mrs. Isabel Barker

4. Mrs. Isabel Hunter - Age 32 - British Subject. Mrs. Hunter was recommended to Mr. Phillips through C.E.L. connections, and interviewed by me. She has also been interviewed by Miss Franklin and Miss Watt of Personnel.

She has lived for ten years in Greece, where she did considerable work as a Lecturer and writer. In England, during the war, she has lectured extensively on Greece, and has written numerous articles for publication. Her languages include a thorough knowledge of Modern Greek.

Recommendations:- A memorandum has been sent to Miss Franklin requesting the appointment of Mrs. Hunter as Assistant Public Relations Officer to the Greek Mission at a base pay of 3,200 dollars annually.

Miss Elizabeth Barker asked me, as a favour, to interview five members of her secretarial staff - people whom she recommended highly, and who were anxious to work with UNRRA. I was able to see four of the girls, and to get their records, and was assured by Miss Barker that the fifth is equally proficient. The secretaries, who will probably apply to the Personnel Division, are as follows:-

1. Miss Desanka Drumovitch - age 32.

She is a British subject, but was born in Montenegro. She has a perfect knowledge of Serbo-Croat, French, German, and Modern Greek.

2. Miss Maryon Hebble - age about 25.

Languages - German, French, and reading knowledge of Serbo-Croat.

3. Miss Jean Brousseau - age about 25.

Languages - French and Serbo-Croat.

4. Mrs. Doreen Clements - French and Serbo-Croat.

5. Mrs. Dorothy MacMillan - German, French and Serbo-Croat.

I undertook to interview these girls under the impression that UNRRA does need secretarial staff for field missions. It is certainly true in the case of the Balkan Mission that all five girls could be readily absorbed, since we have been critically short of secretarial aid for many months. If it is possible for the London office to recruit these and additional secretaries under its budget authorization, I feel certain that the Balkan Mission would absorb such recruits. The particular prospects above wish to be assigned to Yugoslavia, since their work in C.E.L. has dealt with that country, but would agree to work in any of the Balkan states, or in the Balkan Mission itself.

Leonard Ingram

16th October, 1944

By To:- Mr. Cunnings,
" Phillips,
" O'Halloran.

5. - Since dictating this memorandum I have learned that European Regional Office has fulfilled its recruiting of secretaries for the Balkan Mission. I suggest that the applications of the young women may be accepted pending enquiries which I shall make in Cairo within a few days. It may be that the Balkan Mission officers can reopen the question of recruiting secretaries through London. I shall advise London office accordingly.

LPIB

1 January 1944

To: Sir William Matthews
cc Mr. Neville Miller
Mr. Alvin Roseman ✓

From: Louis P. Birk

Subject: Personnel of Public Relations Division

The attached note from Mr. Roseman needs comment. Our Division cannot accept this decision without pointing out its effect.

On 8 December, we presented to the Chief of the Balkans Mission a detailed Program of P. R. Balkans, covering six months. This Program is flexible, but has the approval of Sir William in principle.

The primary object of the Program is to provide Washington and London with the flow of information material which they have repeatedly requested by letter and cable. We have not been able to comply for lack of personnel both in the producing and in the servicing categories - i.e. principally writers and typists.

We had hoped, and the Chief of Mission desired, to see the Program in effect as of 1 January. Further delay places us in the position of not being able to perform our functions when they will be most valuable - in the late winter and early spring. Washington and London have pointed out what we recognize as well, that the Balkans Mission, even as now situated, is the only source of UNRRA operations news. If Greece operations resume, and the other country missions begin their work, we shall be able to bring UNRRA before the world public in a constructive light.

There seems to be a misconception of P.R. staff. We have no personnel en route to P.R. Balkans except Mrs. Jere Morris who is probably in London now and may remain there. She is not a staff writer. The three London people recruited in October are for the country missions.

It is my intention, on very recent Washington instructions, to propose to Sir William that Homer Davis vacate the P.R. line in Greece. Allen Fields would be sent there until permanent replacement could be found, together with Mrs. Hunter when she arrives from London.

This would leave on the Balkans "production line", only Mr. Noble, Miss Gilruth, and our photographer, to fill Washington and London needs. And Miss Gilruth's time is largely committed to our Lecture Bureau and the supervision of information materials going to our 50,000 refugees.

Mr. Noble is able to bear only the press and photographic functions, which comprise about fifty-five percent of our Program. The Staff

Writer is needed for important news and magazine feature articles, publications and some radio work.

I have already been informed that our request for a Serbo-Croat translator-writer has been denied. Also that a full-time photographer is not permitted. And of course Mrs. Hunter, who was scheduled as Greek Translator-writer, is now proposed for work in Greece.

Under these circumstances, without assurance of a Staff Writer and without the requirements listed in the Conclusion of our Program, this Division is unable to accept the responsibility assigned to it by Washington and London.

We ask reconsideration of Mr. Fuller.

We are further obliged, by the imminence of his assignment by PWB to another war theatre, to exercise our present option on his services immediately, or lose this option. We do not know of any prospect in the Middle East who could be recruited in his place, in time to let us carry forward our Program.

LBirk-wwt

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cc Mr. Neville Miller ✓
Mr. Alvin Roseman

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Mr. Noble is able to bear only the press and photographic functions, which comprise about fifty-five percent of our Program. The Staff

Writer is needed for important news and magazine feature articles, publications and some radio work.

I have already been informed that our request for a Serbo-Croat translator-writer has been denied. Also that a full-time photographer is not permitted. And of course Mrs. Hunter, who was scheduled as Greek Translator-writer, is now proposed for work in Greece.

Under these circumstances, without assurance of a Staff Writer and without the requirements listed in the Conclusion of our Program, this Division is unable to accept the responsibility assigned to it by Washington and London.

We ask reconsideration of Mr. Fuller.

We are further obliged, by the imminence of his assignment by PWB to another war theatre, to exercise our present option on his services immediately, or lose this option. We do not know of any prospect in the Middle East who could be recruited in his place, in time to let us carry forward our Program.

LBirk-wwt

C O P Y

File

STAFF RETURN

Name of Office, Bureau or Division Public Relations Division

Date 27 October 1944

BUDGET LINE	TITLE OF POSITION	GRADE	SALARY	INCUMBENT
<u>BALKANS MISSION</u>				
28a	Dir. Public Rel.	13	\$7,000	L.P. Birk
28b	Dep. Dir " "	12	6,000	A. Fields
28d /	Chief Press Officer	11	5,000	R. Noble
28c	Spec. Assistant	9	4,400	Mrs. Morris
--	Publicity Officer	7	£ 500	M. Gilruth
31f	Admin. Assistant	7	\$3,200	M. Rubin
70	Secretary	5	2,400	W. Tyson
--	Receptionist	-	£ 20	S. Samy
--	Liaison Officer	-	£ 40	Miss Leeper
--	Greek Interpreter	-	£ 800	Mrs. Hunter
<u>GREECE MISSION</u>				
29	Pub. Rel. Officer	12	\$6,800	H. Davis
31d	Ass't Pub. Rel. Off.	9	5,300	C. Janus
31g	Special Assistant	7	3,200	(open)
<u>YUGOSLAVIA MISSION</u>				
30	Pub. Rel. Officer	12	\$6,000	Clissold (offered position)
31e	Ass't Pub. Rel. Off.	9	4,800	Hogg
31f	Special Ass't	7	3,200	(open)
<u>ALBANIA MISSION</u>				
31	Pub. Rel. Officer	11	\$5,000	Morrell
31h	Special Ass't	7	2,400	Mrs. Cullen

/ Budget line requested from Washington

Mr. Birk. Free

26/10

PUBLIC RELATIONS

BALKAN MISSION

✓ Head Public Relations Officer	28A	13	Birk
✓ Assistant Director Public Inf.	28B	12	Fields
✓ Head Press Relations	28D	11	Noble
✓ Senior Administrative Asst.	28C	9	Mrs. Morris (Washington)

GREECE MISSION

Public Relations Officer	29	12	Davis
Assistant Information Officer	31D	9	Janus
Special Public Inf. Assistant	31G	7	

YUGOSLAV MISSION

Public Relations Officer	30	12	Clissold
Assistant Information Officer	31E	9	Hogg (London)
Assistant to Information Officer	31F	7	

ALBANIAN MISSION

Assistant Pub. Relations Officer	31	11	Morrell
Special Public Information Asst.	31H.	7	Mrs. Cullen (London)

Golden Mountain

April 29, 1944

TO: Mr. Mihail Kenchikow
FROM: Mr. George Xanthaky
SUBJECT: Relationships Military (Point 5)

Prior to my departure in March for Cairo, representatives of the Combined Chiefs of Staff expressed to me the desire of the Combined Chiefs of Staff that UNRRA participate in Balkan relief and rehabilitation operations during the period of military responsibility.

Following general conversations with military authorities in Washington, specific negotiations were continued by me in Algiers and Cairo. These negotiations were conducted in the main, with the following representatives of the Allied military authorities:

General Sir Henry Maitland-Wilson
Supreme Allied Commander, Mediterranean
Theatre

Lt. General Jacob L. Devers
Commanding General, U.S. Army
North African Theatre of Operations

Major General Lowell Hooks (USA)
Allied Field Headquarters

Brigadier General Benjamin Giles (USA)
Commanding General, U.S. Army in the
Middle East

Brigadier General William E. Chickering
(USA)*

Major I. T. B. Hughes (UK)
Commanding the Allied Military
Headquarters, Balkans

Brigadier General Peter Smith-Dorrien (UK)

Brigadier General T. P. King (UK)

Colonel Knute Bellm (USA)

At the very first conversation which I had with General Maitland-Wilson in Algiers, I informed the General that UNRRA was anxious to assume whatever responsibility the military authorities might assign to it. However, I made it perfectly clear that UNRRA had neither supplies nor transportation and that, during the period of military responsibility, it would look to the military for all supplies, materials, equipment, and transportation necessary for the successful completion of tasks assigned to it. After three weeks of almost daily negotiation and conversations both in Algiers and Cairo, an agreement was concluded whereby UNRRA would perform certain relief and rehabilitation tasks in liberated areas of the Balkans during the period of military responsibility UNRRA will not function as an independent body within the Balkans, but will be the agency to assist in carrying out certain tasks and will be completely under allied military direction and control.

Major activities during this period will be in the provision of medical, health and sanitation services; assistance to local administrations in the relief to destitute members of the population, and assistance to displaced persons and aid in their return and repatriation. In addition, UNRRA will carry out the necessary supervision of distribution of supplies and assist in such emergency rehabilitation as may be necessary to relief.

The allied military authorities indicated their desire for immediate participation by UNRRA in planning and estimating of requirements for the military period and, upon liberation, that UNRRA personnel enter the area at the earliest possible moment to assist in relief and rehabilitation operations.

The supplies which will be distributed under the supervision of UNRRA during this period will be those which are furnished by the military and laid down by them at designated ports in the Balkan Area.

The arrangements concluded with respect to the Balkan Area are, in my opinion, a sound basis for operations in any area during a period of military responsibility. However, it is, of course, understood that the military are in supreme control during this period and that the arrangements with respect to each theatre must, of necessity, be the subject of separate negotiations between UNRRA and the military.

It is my opinion that the arrangements concluded for the Balkan Area are sound, whether liberation results from military operation or by withdrawal of enemy forces.

In any area and during any period, if UNRRA is to be responsible for the distribution of relief and rehabilitation supplies, it is absolutely essential that it be given full administrative control over the operation, in order that distribution may be accomplished in accordance with the policy resolutions of the Council, regarding a fair and equitable distribution of relief goods, without discrimination because of race, color, free or political affiliations.

Xanthaky/ap
29 apr 44

Balkan Mission

THE BALKAN MISSION

Shortly after the establishment of UNHRA, the Allied Military authorities in Washington indicated to the Director General that they would like the Administration to assist in the relief and rehabilitation of the civilian population in the Balkan area during the period of military responsibility. To explore the problem at first-hand, the Director General visited Algiers and Cairo where he remained from the 12th of March to the 10th of April. During his stay in those cities, he discussed the question of UNHRA participation in relief and rehabilitation activities in the Balkan area in detail with General Sir Henry Maitland Wilson, Supreme Allied Commander of the Mediterranean Theatre, and with ranking Allied military authorities.

A tentative agreement was arrived at and although certain aspects are still the subject of negotiation between the Administration and the Allied military authorities in London and Washington, the scope of UNHRA's responsibilities has been generally defined.

In accordance with Resolution 1, I (1) adopted at the first session of the UNHRA Council, UNHRA will be subject, in its operations during this military period, "to such control as the military command may find necessary." The Allied military authorities will be in complete control of all imports into the Balkan region and will, therefore, assume full responsibility for providing such supplies and transport as may be essential for the civilian population.

The present plan calls for Administration to provide the following types of assistance: (a) Assistance in the fields of health and sanitation with the Administration furnishing medical care and carrying on such activities as are necessary to prevent the spread of epidemic disease; (b) Assistance to local authorities in providing relief for the destitute and rendering welfare

services to special groups such as children, expectant and nursing mothers, etc. to the extent practicable; (c) Assistance to displaced persons, and aid in their return to their homes and their repatriation; (d) Assistance in such emergency rehabilitation of agriculture, transportation, public utilities, and industries producing relief goods as may be essential to relief; (e) Finally, in accordance with Resolutions 2 and 7 adopted at the first session of the UHERRA Council, general supervision over the distribution of relief and rehabilitation supplies so as to insure their equitable distribution "on the basis of relative needs of the population of the area and without discrimination because of race, creed, or political belief."

Mission Responsibilities

To meet these responsibilities, the Administration has established at Cairo a Balkan Mission Headquarters, under the direction of William Matthews, former Director General of the Middle East Relief and Refugee Administration, as Chief of Mission. Provision is being made to staff the Mission with 450 persons and a budget of \$2,078,300 has been adopted to cover the expenses involved during 1944-45. Until the liberation of the Balkan area, personnel attached to the Mission will be stationed in Cairo, where they will perform the following tasks:

- a. Assist the military in formulating operating plans for relief and rehabilitation activities during the military period and independently formulate such plans for activities during the civilian period in Greece, Yugoslavia, Albania, and such other Balkan countries as may become fields of UHERRA operations;
- b. Assist the military in estimating the requirements of the Balkan countries for relief and rehabilitation supplies during the military period, and independently estimate

these requirements for the period of civilian authority;

- c. Operate the refugee camps in the Middle East for which UNHRA assumed responsibility on May 1;
- d. Provide training, specialized as well as general, for all persons - those provided by the voluntary societies as well as those provided by the Administration - for work in the field.

As soon as the Balkan area is liberated, it is expected that personnel in Cairo will move into the several countries of the region. Personnel is being recruited on the specific understanding that they may be assigned anywhere in the Balkan region. No determination has been made yet as to what portion of the Mission will remain in Cairo after actual operations begin.

The military authorities were very helpful in assisting us to determine the type and number of personnel required to perform the functions which they were asking us to assume. With their assistance, and after considerable discussion in Washington and London, the Mission was organized to meet the needs of the two periods - the period of planning and the period of operation. While the mission remains in Cairo, the chief of the Mission will exercise active control and supervision over its administration and will be directly responsible for all relief and rehabilitation planning and operations undertaken by it. He will be assisted by a Senior Deputy Chief and a Special Assistant and by a Financial Advisor, a Legal Advisor, and a Public Relations Officer. In addition, during this period, the Chiefs of the Greek, Yugoslav, and Albanian Mission will be under his direct administrative control.

Provision is made for Bureaus of Requirements Coordination and Supply, Distribution and Transport, and Finance and Administration to serve the entire mission in the specified fields. Divisions of Health, Welfare, Displaced

Persons, Food and Agricultural Rehabilitation, and Industrial Rehabilitation and Transient Centers have also been established to perform specialized tasks in their own fields. Each Division is responsible for planning and operations in its own sphere of activity, subject however to the administrative control of the Chief of Mission.

A Camp Administration Division has been set up which is responsible for operating refugee camps in the Middle East and for coordinating the activities of the functional divisions in these Camps. Technical assistance in the fields of health, welfare, agriculture and industry and in the movement of repatriation of displaced persons will be provided by the functional divisions.^{1/}

^{1/} A general outline of the organization of the Mission is provided by the Summary Budget of the Mission.

Budget for Personal Services - Balkan Mission

<u>Organizational Unit</u>	<u>Distribution of Positions</u>	<u>Current Authorized Budget</u>
Office of Chief of Mission	33	\$205,500
District Office Staff	24	132,000
Stenographic Staff - Headquarters	35	86,800
Stenographic Staff - Districts	12	28,800
Distribution and Transportation		
Headquarters	19	108,000
Districts	<u>99</u>	<u>409,000</u>
Total - Bureau of Areas	222	970,100
Bureau of Finance and Administration	21	99,800
Bureau of Requirements Coordination and Supply	16	90,000
Food and Agricultural Rehabilitation Division	26	126,500
Displaced Persons Division	17	88,000
Welfare Division	68	315,500
Industrial Rehabilitation Division	18	91,000
Health Division	57	270,400
Transient Centers Division	<u>5</u>	<u>26,000</u>
Total - Balkan Missions	450	\$2,078,300

Headquarters Mission Relationships

Direct supervision and control over the Balkan Mission comes from Washington through the Bureau of Areas and the Chief of Mission is responsible to the Deputy Director General for Areas in Washington. The Chief of the Southern European Division serves as the opposite number, in Washington, of the Chief of the Balkan Mission. As the form and organization of the London Regional Office take shape, and as the activities of the Mission develop, it is quite likely that there will be a delegation of authority from Washington to London. To the extent that this is practicable and desirable, this will permit a decentralization of direct control over many aspects of day-to-day operations, subject, however, to general policy instructions from Washington through the Bureau of Areas.

Staffing of Mission and Work to Date

In the discussions carried on with them, the military authorities indicated their eagerness for an UNHRA staff to be assembled promptly. We have consequently made every effort to staff the Cairo office at once with the executive and planning officers who will form the nucleus of the country missions. About 150 of the 450 positions provided for have been filled. Sixty-three persons are now in Cairo, fifteen more are en route, and sea and air transportation is being secured for the remainder. In addition, there are now in Cairo, about 125 persons recruited by British and American voluntary societies who will assist in Balkan relief operations under the administrative supervision of UNHRA. The salaries of these employees are to be paid by the societies of which they are members. When operations reach a peak in the Balkans, it is expected that about 500 voluntary society personnel will be assisting UNHRA in its major tasks.

The military have offered us every facility for the closest possible cooperation in planning for operations during the military period and for

the smoothest possible transition from the military to the civilian period and UHRA personnel in Cairo are already cooperating with Allied military authorities in planning for activities in the military period.

BALKAN MISSION FILE

26 January 1944

Lists of Intelligence Reports received in the Cairo office:

CAWA/610 9 January 1945 reports received during the week
29 Dec 1944 to 4 Jan 45

CAWA/510 18 December 1944 reports received during the week
23-30 Nov and 1-7 Dec

CAWA/381 15 November 1944 reports received ~~27 Sept to 31 Oct~~
1 Oct to 7 Nov

CAWA/529 21 December 1944 reports received during week 8 to
14 Dec

FROM: UNRRA Public Relations Division

CAR

TO: Miss Karentchevsky, P.W.B.

Another batch of British young women and men have just arrived in the Middle East to do their introductory training before going into the Balkans, after liberation, as UNRRA relief squads.

And at the end of the month, additional personnel will be arriving from the United States of America, where they have been learning Balkan languages and attending lectures on Balkan personalities and present day problems before being assigned to the Middle East where they will work in the big UNRRA refugee camps amongst the people of Greece and Yugoslavia until the German yoke and its consequent horrors are a thing of the past.

UNRRA relief squads are introduced to "in the field" living and working conditions as soon as they arrive in the Middle East. Immediately upon disembarking from the transport that has brought them from Britain or the States, they are taken into the simmering desert that encircles Cairo to do a 12-day refresher course, including an anti-typhus course along the method that abolished typhus in Naples and Algiers, at the UNRRA training camp attached to the Balkan Mission.

During this 12-day course, relief workers have talks from key men in the UNRRA Balkan Mission covering UNRRA plans, policy and current activities. Sir William Matthews, Chief of the Balkan Mission, has a meal with them and in his lecture he underlines the hardships ahead of them. He tells them of the men and women who have come before them and who are already "in the field" in one or other of the huge Middle East refugee camps where there are Balkan communities of up to 21,000, living under canvas.

Miss Margaret Arnstein, Chief of the Nursing Services for the UNRRA Balkan Mission tells them of her job. She says a nursing trainee must often go straight into a hospital after the very minimum of training; and she tells them of the over-riding policy that UNRRA personnel - fully trained or otherwise - must come to their work imbued with the urge to cooperate, improvise, and readjust when faced with different customs and different conditions to those they have been lucky enough to have known all their lives in countries untrammelled and untutored in the school of great suffering.

After these talks that have whipped their interest in the Balkans into a fine lasting intensity, the groups break up into squads to gain practical experience in Army hygiene schools, medical laboratories, and base medical stores.

Then they branch out into the camps. They live under canvas, exactly like the refugees, and they spend all their days in child clinics, in kindergartens, in medical inspection rooms, in the camp hospitals, in hygiene work, and in disinfection quarters. They work all day, and often part of the night when there is an urgent call for extra staff in the hospital, or when a refugee falls ill in a tent and has to have immediate attention.

These weeks, or months, in refugee camps the Balkan field relief squads regard as part of their ultimate task. For they are tending and helping the sisters and mothers and children and fathers of people left behind to exist a little longer under the Nazi heel. Conditions will be still harder for field personnel when they get into the Balkans, and privations more desperate; but they are prepared for that.

More - they are definitely and earnestly looking forward to the life that is before them.....

OUTGOING TELEGRAM

UNRRA

Delivered to State Department
12:30 p.m., August 31, 1944

AMLEGATION

CAREO

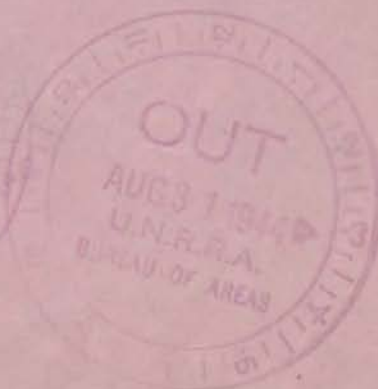
UNRRA FROM LEHMAN /425

IF YOU ARE CERTAIN IN FACE OF RAPID DEVELOPMENTS THAT YOU CAN
SPARE ROSENMAN, AM WILLING TO HAVE HIM RETURN HERE FOR SHORT
VISIT REUR 403.

Drafted by:
Xanthaky (Areas)
30 august 44

DISTRIBUTION

Lehman
Salter
Jackson
Menshikov
Corson
Weigel
Bell
Dayton



CAR

8/29/44

TO: MRS. RYSHPAN, Room 323

FROM: B. ECKHAUS
BUREAU OF AREAS

BE

THERE HAS BEEN RECEIVED FROM SIR WILLIAM MATTHEWS A REPORT ON THE ACTIVITIES OF THE UNRRA BALKAN MISSION COVERING THE PERIOD 1ST JUNE TO 31ST JULY, 1944. THE NUMBER OF COPIES RECEIVED ARE NATURALLY VERY LIMITED AND DO NOT CORRESPOND TO THE NEED AT HEADQUARTERS. ADDITIONAL COPIES ARE BEING PREPARED AND WILL BE DISTRIBUTED AS SOON AS POSSIBLE.

Sir William Matthews
Chief of Mission
United Nations Relief and Rehabilitation
Administration
c/o American Legation
Cairo, Egypt

Attention: Mr. Alvin Rosenman

Dear Sir William:

This is in answer to Mr. Rosenman's letter of 8 June 1944, requesting advice on periodic reports from the Balkan Mission.

We are now exploring the question of the type of information we should like to receive from the Mission and hope to be able to give you more specific advice on the matter within a short time.

Your plan to send us a first Monthly Report on July 10th is excellent and we look forward to seeing it. We should appreciate any suggestions from you as to the type of information you would like to receive from headquarters.

Very sincerely yours,

Mikhail A. Menshikov

CRy:pen/rg
28 June 1944

31 May 1944

Financial arrangements for Balkan operations. Cable 141, to Cairo,
from Lehman, May 29, 1944.

Suggests certain principles for comment on discussion with the military and
asks questions about financial arrangements for Balkan operations to which
answers are needed here.

Recruitment for Balkans

13 May 44

TO: All Bureau and Division Chiefs
FROM: Joseph P. Harris
SUBJECT: P-2 Transactions

On all P-2 transactions relating to the Balkan Mission it is essential that the Bureau of Areas have the yellow copy for control purposes.

For that reason, if it is desirable to retain a copy in the initiating division, will you please prepare an extra white copy for your files and forward the yellow copy to Mr. Fryers' office, Room 318. It is also requested that all yellow copies of former P-2 transactions be forwarded to Room 318, in order that the Central Control may be brought up to date.

MEMORANDUM

4 May 1944

TO: All Members of the Bureau of Areas
FROM: M. Menshikov
SUBJECT: Recruitment for the Balkan Mission

In order to accelerate the recruitment of personnel for the Balkan Mission I have placed complete responsibility insofar as the Bureau of Areas is concerned for this recruitment program with Mr. E. Reeseman Fryer. Hereafter, the only signature other than my own required on the P-2 form will be that of Mr. Fryer. He may, however, from time to time call upon such Branch or Division chiefs within the Bureau of Areas as he considers desirable to interview candidates for positions. All members of the Bureau of Areas are requested to give precedence to personnel actions for the Balkan Mission to all other work they are doing when called upon to do so by Mr. Fryer.

LLeonard/bm
4 May 44

Memo to files:

Supplies for Balkans -- Cable 83 from UNRRA-Cairo for UNRRA-

737M

BALKAN MISSION

I. OFFICE OF THE CHIEF OF MISSION

Chief of Balkan Mission

The Chief of the Balkan Mission will be the ranking UNRRA official of the Mission. His duties will be:

To exercise active control and supervision of the administration of the Mission and to be directly responsible for all relief and rehabilitation operations undertaken by it.

To maintain liaison and supervise liaison activities with appropriate military authorities, governments, governmental and inter-governmental agencies.

To integrate activities of all private voluntary societies interested in Balkan relief and rehabilitation planning and operations, with those of UNRRA; to institute programs for the training of the personnel of such societies in UNRRA operations in the fields of health, displaced persons, welfare services, and such other fields as may be required; and to supervise and direct the use of the personnel and of the supply resources of such societies in such operations of UNRRA.

To supervise and coordinate the operation of refugee camps falling within the jurisdiction of the Mission.

To supervise and coordinate the planning of the Greek, Albanian and Yugoslav programs of relief and rehabilitation.

To detail personnel between the several Bureaus, Divisions and offices as needed.

To keep in constant touch with the work of the Mission and, together with the Senior Deputy Chief of Mission, to meet with the deputy chiefs and divisional directors at frequent intervals to discuss office and divisional problems.

Senior Deputy Chief of Mission

The Senior Deputy Chief of Mission will serve as the Executive Officer of the Mission. Under the direction of the Chief of Mission he will be responsible for the execution of all operating programs, and will coordinate the activities of the various bureaus, divisions and offices of the Mission. He will assist the Chief in conducting liaison activities. He will act as Chief of Mission in the absence of the Chief.

Special Assistant to the Chief of Mission

The Special Assistant to the Chief of Mission, under the direction of the Chief of Mission, will work with the several divisions and offices of the Mission on particular problems, and will perform such other functions as the Chief may direct.

Financial Adviser

The Financial Adviser will advise the Chief of Mission and the several offices and divisions of the Mission on the financial aspects of UNRRA operations in the Balkans and on all financial problems arising out of the operations of the Mission.

He will advise the Chief of Mission on all financial matters relating to governmental contributions and on the use of local

currency made available to UNRRA as a result of sale of relief and rehabilitation supplies.

He will assist the Chief of Mission in the preparation of financial plans which are calculated to accelerate the restoration of economic and financial stability in the Balkans through the distribution of relief and rehabilitation supplies.

He will advise each of the offices and divisions of the Mission upon financial factors bearing upon the effective utilization of relief supplies, and upon the relationship to the proper functioning of the program, of financial factors such as the stabilization of currency and control of inflation.

He will advise the Chief of Mission upon the ability of the Governments of the Balkan Nations to finance and pay for relief and rehabilitation operations.

He will advise the Chief of Mission and the several offices and divisions of the Mission on the problems of finance, currency and banking in each of the Balkan countries and on steps necessary to prevent inflation and other destructive monetary and financial conditions.

He will act as the intelligence agency for the Mission, gathering economic, social, political and other intelligence from the offices and divisions of the Mission; and from all available outside sources; and he will assemble, analyze and transmit such intelligence to the Washington and London offices of the Administration.

Legal Adviser

The Legal Adviser will advise the Chief of Mission and members of his office and officers of the Bureaus and Divisions on legal problems, will approve all contracts of the Mission, and will perform such other legal services as may be required.

Public Relations Officer

The Public Relations Officer will prepare material relating to the work of the Mission for use in local news media and for use by the Washington and London offices in stimulating interest in the activities of the Mission; and will prepare reports and other data for public information purposes. He will digest and make available to the Mission staff items of current interest from the local press. He will also document by photography the relief and rehabilitation activities of the Mission.

Chief of Greek Mission

The Chief of the Greek Mission will be responsible, under the general direction of the Chief of the Balkan Mission, for the development and integration of the relief and rehabilitation program for Greece for the military and post-military periods. He will be assisted by personnel assigned by the Chief of the Balkan Mission from the appropriate Bureaus and Divisions.

As authorized by the Chief of the Balkan Mission, he will maintain liaison with the military authorities, governments, governmental and inter-governmental agencies and private voluntary societies interested in Greek relief and rehabilitation planning and operations.

He will advise the Chief of the Balkan Mission on problems relating to Greece.

He will plan personnel requirements for the Greek Mission and make recommendations with respect to the selection of personnel for the operations of the Greek Mission.

Chief of Yugoslav Mission

The Chief of the Yugoslav Mission will be responsible, under the general direction of the Chief of the Balkan Mission, for the development and integration of the relief and rehabilitation program for Yugoslavia for the military and post-military periods. He will be assisted by personnel assigned by the Chief of the Balkan Mission from the appropriate Bureaus and Divisions.

As authorized by the Chief of the Balkan Mission, he will maintain liaison with the military authorities, governments, governmental and inter-governmental agencies and private voluntary societies interested in Yugoslav relief and rehabilitation planning and operations.

He will advise the Chief of the Balkan Mission on problems relating to Yugoslavia.

He will plan personnel requirements for the Yugoslav Mission and make recommendations with respect to the selection of personnel for the operations of the Yugoslav Mission.

Chief of Albanian Mission

The Chief of the Albanian Mission will be responsible, under the general direction of the Chief of the Balkan Mission, for the development and integration of the relief and rehabilitation

program for Albania for the military and post-military periods. He will be assisted by personnel assigned by the Chief of the Balkan Mission from the appropriate Bureaus and Divisions.

As authorized by the Chief of the Balkan Mission, he will maintain liaison with the military authorities, governments, governmental and inter-governmental agencies and private voluntary societies interested in Albanian relief and rehabilitation planning and operations.

He will advise the Chief of the Balkan Mission on problems relating to Albania.

He will plan personnel requirements for the Albanian Mission and make recommendations with respect to the selection of personnel for the operations of the Albanian Mission.

II. DIVISIONAL ORGANIZATION

Requirements Coordination and Supply Bureau

To be responsible for planning and operations relating to the preparation and coordination of estimates of all relief and rehabilitation supply requirements.

To coordinate the supply functions of the Mission with those of any United States or United Kingdom supply authority, military or civilian, operating in the area.

To procure or make arrangements for the procurement of supplies for the refugee camps under the jurisdiction of the Mission.

To assist in the formulation of the requirements coordination and supply program for the Balkan nations.

To assemble the estimates of requirements for relief and rehabilitation supplies for operations in the area served by the Mission, as requested by the various bureaus and divisions of the Mission; to analyze such requests, to coordinate such requirements, and to present, for the approval of the Chief of Mission, a balanced program of such requirements together with supporting data to justify such requirements program.

To report to the Chief of Mission, after consultation with the several interested bureaus and divisions, upon the availability of local supplies, and to arrange, with the approval of the Chief of Mission, for the purchase of such supplies as may be required for operations in the area served by the Mission.

To estimate, in the light of the availability of local supplies and relief and rehabilitation needs, the amounts and kinds

of such supplies required to be imported for appropriate time periods of the UNRRA operation.

To arrange for the importation of such supplies as may be required within the area and to prepare shipping schedules for such importations.

To keep operating records of all requirements approved by the Chief of Mission and of all purchases and imports.

Generally, to exercise control of the import and export of supplies of the Mission.

Distribution and Transport Bureau

The Distribution and Transport Bureau will be responsible for the formulation of operating plans for the distribution of all relief and rehabilitation supplies and for the warehousing, storage and transport of the same. It will operate through a Distribution Methods and Control Branch, an Inland Transport Branch, and a Warehouse Branch as follows:

Distribution Methods and Controls Branch

To determine the various agencies, public as well as private, which may be utilized for the physical distribution of relief and rehabilitation supplies.

To study economic channels of distribution in the area, including wholesale and retail trade, producers and consumers cooperatives, trade associations, brokerage practices and the like.

To assist in the preparation of operating plans for the Balkan nations for the most effective distribution of relief and rehabilitation goods and materials in the light of the overall programs, taking into consideration wholesale and retail facilities and practices, producers and consumers cooperatives, trade associations, brokerage and marketing practices.

To advise upon rationing and price control systems in the Balkan nations; to evaluate their effectiveness; and to suggest adjustments or modifications designed to strengthen UNRRA's relief and rehabilitation program.

To advise the Requirements Coordination and Supply, the Distribution and Transport and other appropriate bureaus and divisions of

the Mission of the effect of the importation and distribution of relief and rehabilitation supplies and of proposed rehabilitation programs upon the economy of the Balkan countries.

On the basis of the overall program for relief and rehabilitation and with the cooperation of the several responsible bureaus and divisions to select such channels as may be appropriate for securing the effective distribution of relief and rehabilitation supplies.

To study the need for rationing and allocation of civilian goods, and the efficacy of any such plans which may currently be in operation on the area, and to make recommendations to the Chief of Mission for needed modifications of existing plans for the rationing and allocation of civilian goods.

Continually to evaluate the need of control over the prices of consumer goods and to appraise the efficacy of existing price controls, if any, in cooperation with other divisions of the Mission, and to make recommendations for needed modifications in such plans.

To prepare and supervise the execution of plans for the distribution of relief and such other supplies as may be required in the refugee camps under the jurisdiction of the Mission.

To assist in the formulation of plans for the distribution of relief and rehabilitation supplies in the Balkan nations.

To devise and install or arrange for the installation of procedures for the distribution of relief and rehabilitation goods and materials within the Balkan nations and to organize the

distribution media for their most effective use.

To supervise the execution of distribution plans by the field staff and to advise the Chief of Mission and the Financial Adviser upon the operation of such plans.

To consult and collaborate with the Financial Adviser and the Divisions of Agricultural Rehabilitation, Industrial Rehabilitation, Welfare, Displaced Persons and Health, in the preparation of plans, procedures and arrangements for the distribution of relief and rehabilitation supplies and materials in the area.

To be responsible for the distribution, regardless of the media used, of all relief and rehabilitation supplies in the area within the jurisdiction of the Mission.

Inland Transport Branch

To devise appropriate transport procedures, including procedures for transport orders, bills of lading, the receipt of imported goods at ports and the removal of such goods from vessels to appropriate warehouses; and to coordinate such procedures with the arrangements for distribution in the area.

To supervise or arrange for the supervision of the unloading at ports, of relief and rehabilitation goods consigned to the Mission; the release of relief and rehabilitation goods from warehouses; and the transportation of such goods by land and sea throughout both mainland and island areas.

In cooperation with the Industrial Rehabilitation Division, to devise plans for more effective use of existing transport facilities (including army transport) or to prepare plans for the im-

portation of vehicles or vessels needed for inland or inter-island transport.

Warehousing Branch

To supervise or arrange for the supervision of warehousing and other storage facilities.

In cooperation with the Industrial Rehabilitation Division, to devise plans for more effective use of existing storage facilities or to prepare plans for establishing essential storage facilities.

Finance and Administration Bureau

To be responsible for the personnel administration of the Mission and to make recommendations with respect to the selection of locally employed personnel.

To be responsible for the institution and administration of a training program for employees of the Mission and of the voluntary societies whose activities have been integrated into those of UNRRA.

To be responsible for the installation and maintenance of proper accounting, statistical, record-keeping, business management, and administrative services procedures for the Mission.

The bureau will function through a Personnel and Training Branch, an Accounting Branch, a Finance Branch, a Statistics Branch and an Administrative Services Branch whose duties will be as follows:

Personnel and Training Branch

To carry out, in accordance with established policies, all functions of personnel management within the scope of the Mission's responsibilities, including the initiation of recommendations with respect to recruitment, selection, appointment and separation of employees, and other phases of personnel management.

To institute and administer a general overall training program for all persons under the administrative jurisdiction of the Mission designed to interpret the principles and program of the Administration; in cooperation with the heads of the several

offices and divisions to provide specialized training in field techniques and procedures and in the language and customs of the Balkan nations; and with the approval of the Chief of Mission, to make use of qualified personnel of the Mission in the conduct of the training program.

Accounting Branch

To maintain records of relief and rehabilitation supplies allocated to or purchased by the Mission and to account for the disposition of such goods.

To maintain proper inventory control of stocks of relief and rehabilitation goods.

To maintain records of the relief and rehabilitation funds of the Mission and to account for the disposition of such funds.

To institute a uniform system of accounting and reporting for the Mission and the refugee camps, to review accounting records of such camps.

To prepare budget estimates for the field mission for approval of the Chief of Mission and submission to the London and Washington offices.

Finance Branch

To be responsible for all funds received in such depository or depositories as may be designated by the Director General, such funds will include contributions made by the member government or governments served by the Mission, donations from private agencies, institutions and individuals, and cash revenues received from all

other sources such as sales of commodities, etc.; will be responsible for disbursement, withdrawal and transfer of funds, including accountability for petty cash expenditures and cash advances made to members of the Mission staff for travel expenses or for other purposes; will be responsible for the custody of securities or other negotiable instruments which may from time to time come into the possession of the Mission; will make recommendations to the Mission Chief concerning the adequacy of surety coverage of persons exercising financial or fiscal or other custodial responsibility; will consult, advise with and present definite recommendations to the Mission Chief in connection with the formulation and promulgation of overall policies governing the financial functions of the Mission; will advise and counsel with and otherwise assist the responsible officers and employees of the Mission in the determination of cash requirements for the conduct of the Mission's activities in the field; will direct the installation and maintenance of such procedures as may be required to effectuate sound financial controls; will be responsible for maintaining full and accurate accounts together with appropriate documents appertaining to all moneys received and expended; will be responsible for reconciliation of all bank accounts; will be responsible for the preparation of regular and special reports and statements reflecting the status of cash received, expended, on hand, in banks, and in the form of advances to staff members and representatives of the Mission; will assume such other duties and responsibilities as may be delegated by the Chief of Mission.

Statistics Branch

To be responsible for the collection and compilation of all operating and financial statistics, for the Bureau of Finance and Administration and, as required, to prepare special statistical reports for the Chief of Mission.

Administrative Services Branch

To serve as the procurement agency for the Mission for necessary materials and supplies, other than relief and rehabilitation supplies, and to operate the stockrooms and supplies service, for such supplies.

To be responsible for the procurement of office space for the headquarters office of the Mission and to be responsible for such maintenance, alterations, and repairs as may be necessary.

To provide such central stenographic and typing services as may be required.

To maintain the central files of the Mission.

To provide messenger service.

To collect and despatch all outgoing mail and cables.

To open, date, time-stamp, sort, and distribute incoming mail.

To maintain and check attendance reports and, if required, to prepare and check payrolls.

To operate such library service as the Mission may require.

To operate or plan the operation of such motor and other vehicles as may be necessary for the performance of the functions of the headquarters office.

Generally, to be responsible for business management of the Mission.

Food and Agricultural Rehabilitation Division

To survey and determine the level of agricultural production, and the extent of the need for agricultural rehabilitation in the Balkan Nations, including rehabilitation of fisheries and the re-instatement of agricultural labor.

To assist in the formulation of plans for agricultural rehabilitation, and for the increase of essential agricultural production in the Balkan Nations; and, in collaboration with the Division of Industrial Rehabilitation, to formulate plans for necessary rehabilitation of plants engaged in the processing of food, and in the manufacture of fertilizer, insecticides, and other essential agricultural supplies and equipment in the Balkan Nations.

To assist the Distribution and Transport Bureau in the preparation of plans for the transport, storage and distribution of food and agricultural supplies.

To prepare and supervise the execution of plans for such agricultural activities as may be required in the refugee camps under the jurisdiction of the Mission.

To survey and report upon the availability of local supplies such as food, seed and livestock and to estimate the amount of such supplies required to be imported; to survey and report upon the availability of local agricultural rehabilitation supplies such as agricultural implements and machinery, fertilizers and insecticides, and, in collaboration with the Division of Industrial Rehabilitation, to estimate the import requirements of plants which should or could

be rehabilitated, and supplies required to be imported.

To present to the Requirements Coordination and Supply Bureau requests for agricultural supplies for the refugee camps.

To supervise field operations and technical personnel of the Mission relating to agricultural program; to render technical assistance to the field staff in the execution of such program and to make recommendations for its more effective execution.

Health Division

To prepare, in cooperation with the Welfare and Displaced Persons Divisions, plans for health and medical care of displaced persons in the area served by the Mission, and to supervise the rendering of such care to persons in refugee camps, and of the required public health services in such camps.

On the basis of the plans prepared, to present to the Requirements Coordination and Supply Bureau requests for essential medical and sanitary supplies for the area served by the Mission.

Under the direction of the Chief of Mission to institute and supervise programs for the training in UNRRA health service operations of the personnel of the voluntary relief societies whose activities are integrated into those of UNRRA.

To supervise field operations by the health personnel of the Mission; to render technical assistance to the field staff; to make recommendations for the more effective execution of the program by the field staff.

To survey and determine the extent of the needs with respect to public health services and sanitation in the Balkan Nations.

To assist in the formulation of the Health and Medical care program for the Balkan Nations, including plans relating to improvement of public health and sanitation; the control of communicable diseases; the prevention of the introduction of disease from other areas; the rehabilitation of hospital and clinical facilities; and plans for the administration of laws and regulations relating to public health, sanitation, manufacture and dis-

tribution of medical, biologic, and analogous products, maritime and international quarantine, communicable disease control, etc.

Welfare Division

Under the direction of the Chief of Mission, to institute and supervise training in UNRRA Welfare operations of both UNRRA staff and personnel of the Voluntary Societies whose activities are integrated into those of UNRRA.

To supervise the welfare aspects of field operations of the Mission and to supervise and coordinate activities of personnel of all Voluntary Societies in the welfare field and to make recommendations of the effective execution of the program by the field staff.

To furnish technical advice and assistance to other Divisions and District Offices on the welfare aspects of their work and to consult with other Divisions on welfare problems whose solution will require the assistance of those divisions.

To assist the local administrations in setting up centers for the relief of those persons who are destitute, including evacuees, and to provide so far as practicable necessary welfare services for such people.

To assist in the drawing up of plans for the welfare aspects of the relief program of the Balkan Nations, including the distribution of relief to special classes of displaced persons (the destitute, children, nursing mothers and pregnant women, the disabled and the aged), the provision of emergency shelter, the formulation of standards for determining the needs of individuals and families and groups requiring welfare services and ascertaining ability to pay for relief supplies, the creation of plans for the restoration, mobilization and operation of community welfare programs.

Displaced Persons Division

To give technical advice and assistance in the operation of the refugee camps under the jurisdiction of the Mission and to formulate, with the assistance of the appropriate divisions, plans for the care, repatriation or return to their homes and reception in countries of destination, of such displaced persons.

Under the direction of the Chief of Mission to institute and supervise programs for the training in UNRRA's displaced persons operational programs, of the personnel of voluntary societies whose activities are integrated into those of the Displaced Persons Division of UNRRA.

To conduct negotiations, as required, with respect to displaced persons with the governmental or military authorities of the area of the Mission, subject to the knowledge and approval of the Chief of Mission; and to be responsible for implementing the results of such negotiations with respect to the removal from or entry into the area of displaced persons.

To conduct negotiations, as required, with the Inter-governmental Committee on Refugees and the International Red Cross on matters relating to displaced persons, subject to the knowledge and approval of the Chief of Mission.

To collect information and report on the numbers, location and condition of displaced persons.

To plan and devise methods for the location and identification of displaced persons and to secure agreement on uniform documentation.

To advise on special requirements in the registration of such persons.

To assist in arranging for determination of the citizenship of such persons.

To advise on the formulation of instructions to displaced persons, directing them to reception centers, and with respect to arrangements for registration, medical examinations, the presentation of citizenship claims, personal communications, and other steps preparatory to repatriation or return.

To plan, in collaboration with the Chief of Mission, for necessary travel documents and for the transportation of displaced persons to their countries of destination.

To assist in the formulation of operating programs relating to displaced persons in the Balkan Nations and for the repatriation of nationals of the Balkan Nations.

To cooperate with interested governments, the Health Division, the military authorities, and appropriate international organizations, in the prevention and control of epidemics which may occur in connection with the establishment and maintenance of refugee camps, repatriation projects, and projects for the return of displaced persons to their homes.

Industrial Rehabilitation Division

To survey and determine, for the Balkan Mission, the level of industrial production and extent of the need for rehabilitation of industries engaged in the production of consumers goods, mining, transport, public utilities and other services, and industries; the need for repair and construction of industrial buildings; in cooperation with the Welfare Division, the extent of the need for shelter for individual families or groups of families, and the repair of existing shelter and the construction of new shelter.

To develop within the scope of the Administration's activities, a program for the rehabilitation of manufacturing, mining, transport, and public utility industries, of essential public services, and of shelter in the Balkan Nations; and in collaboration with the Agricultural Division to devise plans for the rehabilitation of food processing and agricultural machinery, fertilizers and similar industries.

To survey and report upon the availability of local supplies for such industrial rehabilitation, transport and civilian shelter activities, and to estimate the amount of such supplies required to be imported.

To assist and collaborate with the Financial Adviser and the Requirements Coordination and Supply and Distribution and Transport Bureaus in the formulation of plans for the storage, transport and distribution in such countries of such supplies and materials.

To prepare and supervise the execution of such plans for

industrial activities and shelter for displaced persons as may be required in the refugee camps under the jurisdiction of the Mission.

To present to the Requirements Coordination and Supply Bureau requests for such industrial, transport and shelter supplies as may be required in such camps.

To supervise the field operations of the Industrial Rehabilitation Division personnel of the Mission engaged in industrial activities; to institute and supervise programs for the training of such personnel; to render technical assistance to the other divisions of the Mission requiring technical services in engineering, industrial and other specialized fields in the execution of such programs; to make recommendations for the more effective execution of the program by the field staff. The several functional divisions and the Requirements Coordination and Supply and Distribution and Transport /Bureaus shall collaborate with the Division of Industrial Rehabilitation on all matters within their own spheres of responsibility which relate to industrial rehabilitation.

CAMPS AND TRANSIENT CENTERS DIVISION

Under the direction of the Chief of Mission, to formulate policies and establish standards for the operation of transient centers for temporarily displaced persons within the Balkans, or camps for persons unable to return to their homes pending the liberation of their country.

To confer with the Directors of the Divisions of Health, Welfare, Displaced Persons, and Industrial Rehabilitation at Mission Headquarters in order to correlate their programs as they relate to the operation of transient centers or camps and to prepare for the Chief of Mission comprehensive plans for all phases of transient centers or camp administration.

To advise the Chief of Mission and the interested division on the methods of administration and maintenance of transient centers or camps and problems relating to the shelter, feeding, clothing, and sanitary facilities.

To select the area in which the transient centers or camps are to be located.

To prepare ^{*estimates of*} the overall requirements for supplies, services and personnel needed for the carrying out of this program, and to represent the Chief of Mission in camp operations in the field.

Middle East Camp Administration

The Middle East Camp Administration office will be immediately responsible for the operation of all Refugee Camps and camp activities in the Middle East, and for coordinating the activities of the functional Bureaus and Divisions in relation to Camps and camp activities.