

Progress Reports — Bureau of Areas
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Progress Reports — — Bureau of Areas

UNRRA - IRD
Washington, D. C.
22 December 1944
Approved by the
Committee on Review
16 February 1945

PROCUREMENT PROGRAM OF BUILDING MATERIALS
FOR EASTERN AND SOUTHEASTERN EUROPE

- I. First Aid Kits of Building Materials for Emergency Shelter Repair in Albania, Czechoslovakia, Greece, Poland and Yugoslavia.
1. The breakdown of essential building materials by kinds and quantities within the kit was guided by data secured from the U.S. Federal Public Housing Authority.
2. The ratio of various items within the kit was based on quantities of basic building materials going into the construction of building types roughly equivalent in size and construction technique to dwelling facilities in European urban areas.
3. The absolute quantities of essential materials contained in each kit was determined on the following assumptions:
 - a. Each kit of building materials is allocated to every 50,000 existing dwellings or 300,000 inhabitants of liberated European areas.
 - b. It is assumed that some 12.5 percent of all homes will be damaged, that 30 percent among these may be suitable for immediate repair, and that one half of this potential construction volume will be produced by using hand tools and building materials provided by UNRRA.
 - c. Every kit contains essentials for the emergency repair of 1,000 homes providing housing for some 6,000 persons.
4. The composition of the kit is standardized, for procurement purposes. In allocating building materials to specific countries, the breakdown by items can be adjusted to meet particular conditions. However, these variations should be attained within the framework of the total allocation of each commodity to Southeastern and Eastern Europe as a whole.
5. This program will not be filed with allocating authorities as a separate request. The materials included in this program are part of our requests CPRB-52 (Miscellaneous Finished Products) and CRMB-11 (Raw and Semi-fabricated Materials).

KITS OF BUILDING MATERIALS FOR EMERGENCY SHELTER RELIEF
Allocation to Albania, Czechoslovakia, Greece, Poland and Yugoslavia

COUNTRY	PROCUREMENT			RESERVE			TOTAL PROGRAM		
	Number of Kits	Weight in M.T. <u>a/</u>	Cost in U.S.\$ <u>b/</u>	Number of Kits	Weight in M.T.	Cost in U.S.\$	Number of Kits	Weight in M.T.	Cost in U.S.\$
Albania	3	300	99,000	2	200	66,000	5	500	165,000
Czechoslovakia	0	0	0	0	0	0	0	0	0
Greece	31	3,100	1,023,000	24	2,400	792,000	55	5,500	1,815,000
Poland	69	6,900	2,227,000	54	5,400	1,782,000	123	12,300	4,059,000
Yugoslavia	47	4,700	1,551,000	37	3,700	1,221,000	84	8,400	2,772,000
TOTAL	150	15,000	4,950,000	117	11,700	3,861,000	267	26,700	8,811,000

a/ The weight of each kit is about 100 metric tons.

b/ The cost of each kit is about \$ 33,000.00.

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I. 2. First Aid Kit of Building Materials for Emergency Repair of 1000One-Family Dwelling Units -- Europe

Commodity	Metric Tons	Average Price \$/M.T.	Total Cost U.S.\$
a. Plumber's Supplies	15.41	(414.60)	6,390.00
b. Builder's Hardware	38.45	(469.60)	18,058.20
c. Electrician's Supplies	2.32	(1,431.90)	3,322.25
d. Roofing Materials	6.00	(173.00)	1,038.00
e. Glass (or Substitute)	35.00	(78.00)	2,840.00
f. Putty	2.0	(209.00)	418.00
g. Screening Material	1.50	(468.00)	702.00
Total	100.68	325.43	32,768.45

The replacement factors for basic building materials have been set at 100 percent for glass, at 60 percent for roofing, at 35 percent for builder's hardware, at 5 percent for electrician's supplies, at 3 percent for plumber's supplies and at 25 percent for screening materials, where required.

I. 2. a. Plumber's Supplies for Emergency Repairs of 1,000 One-Family Dwelling Units

Item	Commodity	M.T.	Average Price \$/M.T.	Total Cost US \$
(1)	Steel pipe ($\frac{1}{2}$ " - 2")	12.00	180.00	2,160.00
(2)	Pipe fittings ($\frac{1}{2}$ " - 2") (elbows	0.15	630.00	94.50
	(couplings	0.20	1,000.00	200.00
	(plugs	0.05	630.00	31.50
	(tees	0.25	630.00	157.50
	(unions	0.25	1,200.00	300.00
	(caps	0.50	1,000.00	500.00

I. 2. a. Continued

Commodity	Metric Tons	Average Price \$/M.T.	Total Cost U.S. \$
(3) Stop valves ($\frac{1}{2}$ " - 2")	0.50	2,000.00	1,000.00
(4) Faucets ($\frac{1}{2}$ ")	0.50	2,360.00	1,180.00
(5) Solder	1.00	759.00	759.00
(6) Oakum	1.01	750.00	7,50
Total Plumber's Supplies	15.41	(414.60)	6,390.00

I. 2. b. Builder's Hardware for Emergency Repairs of 1,000 One-Family Dwelling Units

Item Commodity	Metric Tons	Average Price \$/M.T.	Total Cost U.S. \$
<u>Rough hardware</u>			
(1) Common nails (2d-40d)	10.00)		
(2) Finishing nails (2d-40d)	5.00)	70.80	1,345.20
(3) Shingle nails (3d)	4.00)		
(4) Wood screw (#9-12 lengths 1" - 2 $\frac{1}{2}$ ")	1.00	225.00	225.00
(5) Bolts with nuts and washers (3/8"-3/4", 4"-12" diam)	2.00	162.00	324.00
(6) Soft steel wire (N 10)	1.00	86.00	86.00
(7) Glasiers pin points	0.10	200.00	20.00
<u>Finished Hardware</u>			
(8) Butts 2", 2 $\frac{1}{2}$ ", 3", 3 $\frac{1}{2}$ " and 4" Hasps, Thumb-latches, Pad- locks, etc.	4.0	3,203.00	12,812.00
(9) Stoves (one per 5 units)	10.5	170.00	1,785.00
TOTAL	38.45	(469.60)	18,058.20

I. 2. c. Electrician's Supplies for Emergency Repairs of 1,000 One-Family Dwelling Units

Item Commodity	Metric Tons	Average Price \$/M.T.	Total Cost US \$
(1) Wire, single conductor insulated (#16 and #18)	0.45	500.00	225.00
(2) Switches, entrance (30 amp. 125 V)	0.80	1,200.00	960.00
(3) Wiring tubes, porcelain, (6")	0.20	330.00	66.00
(4) Lamp sockets	0.25	2,400.00	600.00
(5) Ceiling rosettes, porcelain	0.30	2,000.00	600.00
(6) Plug fuses (10-30 amp)	0.10	2,100.00	210.00
(7) Insulated friction tape, (in rolls 3/4" wide)	0.05	1,225.00	61.25
(8) Electric lamps (25 and 40 watts, 4 per unit)	0.17	15.00	600.00
Total Electrician's Supplies	2.32	(1,431.90)	3,322.25

PROCUREMENT PROGRAM OF BUILDING MATERIALS
FOR EASTERN AND SOUTH EASTERN EUROPE

11. Bundles for the Repair and Maintenance of Industrial Structures
in Albania, Czechoslovakia, Greece, Poland and Yugoslavia

1. The breakdown of essential building materials by kinds and quantities within the bundle was guided by data secured from the U.S. War Production Board.
2. The ratio of various materials spent in the U.S. in building \$1,000,000.00 worth of industrial structures was used in determining the relative quantity of materials most likely to be required for emergency repairs and maintenance work in the field. Data furnished by the WPB have been slightly corrected in the light of production practices and methods customary in the erection of industrial structures in Europe.
3. The absolute quantities of essential materials contained in each bundle was determined on the following assumptions:
 - a. Each bundle of building materials is allocated to an area employing approximately 100,000 workers.
 - b. It is assumed that some 10 per cent of industrial structures will be damaged, that 30 per cent among these structures may be suitable for immediate repair, and that one half of this potential construction volume will be produced by using construction equipment, hand tools and building materials provided by UNRRA.
 - c. Every bundle serves therefore to repair, under varying conditions, factory space or industrial structures employing about 1,500 workers.
4. The composition of the bundle is standardized, for procurement purposes. In allocating building materials to specific countries, the breakdown by items can be adjusted to meet particular conditions. However, these variations should be attained within the framework of the total allocation of each commodity to Southeastern and Eastern Europe as a whole.
5. This program will not be filed with allocating authorities as a separate request. The materials included in this program are part of our requests CPRB-52 (Miscellaneous Finished Products) and CRMB-11 (Raw and Semi-Finished Materials).

BUNDLES OF BUILDING MATERIALS FOR THE REHABILITATION AND MAINTENANCE OF INDUSTRIAL STRUCTURES
ALLOCATION TO ALBANIA, CZECHOSLOVAKIA, GREECE, POLAND AND YUGOSLAVIA

COUNTRY	PROCUREMENT			NO. OF BOLS.	RESERVE			TOTAL PROGRAM		
	NO. OF BOLS.	WEIGHT M.T. (A)	COST U.S. \$ (B)		NO. OF BOLS.	WEIGHT M.T.	COST U.S. \$	NO. OF BOLS.	WEIGHT M.T.	COST U.S. \$
ALBANIA	1	258.0	38,000.00	1	258.0	38,000.00		2	516.0	76,000.00
CZECHOSLOVAKIA	0	0.0	0.00	0	0.0	0.00		0	0.0	0.00
GREECE	5	1,290.0	190,000.00	5	1,290.0	190,000.00		10	2,580.0	380,000.00
POLAND	12	3,090.0	456,000.00	28	7,280.0	1,064,000.00		40	10,320.0	1,520,000.00
YUGOSLAVIA	8	2,064.0	304,000.00	8	2,064.0	304,000.00		16	4,128.0	608,000.00
TOTAL	26	6,695.0	988,000.00	42	10,836.0	1,596,000.00		68	17,544.0	2,584,000.00

(A) THE WEIGHT OF EACH BUNDLE IS ABOUT 258.0 M.T.

(B) THE COST OF EACH BUNDLE IS ABOUT U.S. \$38,000.00

II. 2. Building Materials Bundle for the Rehabilitation and Maintenance of Industrial Structures - Europe

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Commodity	M.T.	Average Price	Total Cost
		\$ M.T.	U.S. \$
a. Structural Steel	180.0	(70.55)	12,699.00
b. Plumbers' supplies	18.0	(483.33)	8,700.00
c. Builders' Hardware	28.0	(327.00)	9,153.20
d. Electricians' Supplies	3.0	(583.13)	1,749.40
e. Roofing Materials	10.0	(173.00)	1,730.00
f. Glass (or substitute)	16.1	(78.00)	1,255.80
g. Putty	.9	(209.00)	188.10
h. Tarpaulins	2.0	(1,173.00)	2,346.00
Total	258.0	146.59	\$37,821.50

One bundle is allocated to an area employing approximately 100,000 industrial workers. The replacement factors for basic materials have been set at 100 percent for glass, at 60 percent for roofing, at 35 percent for builders' hardware, at 30 percent for structural members, and at 25 percent for utilities.

II.2.a. Structural Steel for Rehabilitation of Industrial Structures

Item	Commodity	M.T.	Average Price	Total
			\$/M.T.	Cost U.S \$
(1)	Steel columns (4"x4", 6"x6")	5.0)		
(2)	Steel joists (4", 6", 8", 9", 12")	40.0)		
(3)	Steel channels (5", 6", 8", 10", 12")	40.0)		
(4)	Steel angles (1"x1", 2"x2", 2"x3", 2½"x2½", 3"x3", 4"x4", 4"x5", 5"x5")	10.0)	60.40	6,342.00
(5)	Flat steel bars (¼"x1", ¼"x2", ¼"x3", 3/8"x1", 3/8"x2", 3/8"x3", ½"x1", ½"x2", ½"x3", 5/8"x1", 5/8"x2", 5/8" x3")	10.0)		
(6)	Tubular scaffolding and fittings	1.0	360.00	360.00
(7)	Steel plates (3/16", 1/4", 3/8", 7/16" 1/2")	5.0)		
(8)	Diamond steel floor plates (1/8", 3/16", 1/4")	3.0)		
(9)	Flat steel sheets (16, 18, 20, 22, 24 gauge)	10.0)	77.00	2,376.00
(10)	Corrugated galvanized steel sheets a. (20, 22, 24, 26, 28 gauge)	10.0)		
(11)	Reinforcing steel bars (½", 3/8", ½", 5/8", 3/4")	30.0	60.40	1,812.00
(12)	Welded steel fabric and mesh (6" x 6" spacing; 8, 6, 4, 2 gauge of wire, 4" x 4" spacing: 10, 8, 6, 4 gauge of wire, 2" x 2" spacing; 18, 16, 14, 12 gauge of wire)	12.0)	77.00	924.00
(13)	Steeltex lath	3.0	275.00	825.00
(14)	Soft steel wire (20, 18, 16, 14 gauge)	1.0	60.40	60.40
TOTAL Structural Steel		180.0	(70.55)	12,699.40

a. Asbestos cement sheets may replace this item

II.2.b. Plumbers' Supplies for Rehabilitation of Industrial Structures

Item	Commodity	M.T.	Average Price \$/M.T.	Total Cost U.S. \$
(1)	Steel pipe ($\frac{1}{2}$ " to $1\frac{1}{2}$ ")	3.0)		
(2)	Steel pipe (2", 3", 4")	3.0)	180.00	1,080.00
(3)	Valves ($\frac{1}{2}$ ", $3/4$ ", 1", $1\frac{1}{2}$ ", 2", 3", 4")	1.3	800.00	1,040.00
(4)	Pipe Fittings	2.0)		
(5)	Boiler tubes	1.2)	180.00	574.00
(6)	Pressure gauges and fittings	.5	1,800.00	900.00
(7)	Caulking compound	1.5	396.00	594.00
(8)	Asbestos Packing ($\frac{1}{4}$ ", $3/8$ ")	.3	2,178.00	653.40
(9)	Asbestos tape	.2	320.00	64.00
(10)	Solder	5.0	759.00	3,795.00

Total Plumbers' Supplies	18.0	(483.33)	8,700.40
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II. 2. c. Builders' Hardware for Rehabilitation of Industrial Structures

Item	Commodity	M.T.	Average Price \$/M.T.	Total Cost U.S. \$
(1)	Common nails (2d - 40d)	10.0)		
(2)	Finishing nails (2d - 10d)	5.0)	70.80	1,345.20
(3)	Roofing nails (3d - 4d)	4.0)		
(4)	Glasier's pin points	.5	200.00	100.00
(5)	Wood screws (1" - $2\frac{1}{2}$ ")	2.5	1,642.00	4,105.00
(6)	Drive screws ($2\frac{1}{2}$ ") with washers	.2)		
(7)	Lag bolts (1" - 6", $1/4$ " - $1/2$ " diam)	.5)		
(8)	Bolts with nuts and washers (4" - 12", $3/8$ " - $3/4$ " diam.)	1.0)	162.00	324.00
(9)	Hook bolts ($5\frac{1}{2}$ ") with washers	.3)		
(10)	Rivets ($\frac{3}{4}$ " - $3/4$ " diam.)	.5)	198.00	99.00
(11)	Heavy strap and tee hinges (6", 8", 10", 12")	.5)	3,350.00	1,675.00
(12)	Safety hasps (6", 7")	1.0	735.00	735.00
(13)	Common chains	1.0	330.00	330.00
(14)	Wire Rope	1.0	440.00	440.00

Total Builders' Hardware	28.0	(327.00)	9,153.20
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II.2.d, Electricians' Supplies for Rehabilitation of Industrial Structures

Item	Commodity	No. of Units	M.T.	Average Price \$/M.T.	Total Cost U.S. \$
(1)	15 amp 3 pin sockets	200	.2	770.00	154.00
(2)	2 groove cleats	1,000	.5)		
(3)	3 groove cleats	1,000	.5)	508.20	508.00
(4)	Ceiling roses	1,000	.5	770.00	385.00
(5)	Fitting Wire (#14 and #6)		.3	600.00	180.00
(6)	Wall switches	600	.3	508.20	152.40
(7)	Friction tape		.05	1,400.00	70.00
(8)	Electric Lamps	1,000	.15	2,000.00	300.00
Total Electricians' Supplies			3.0	(583.13)	1,749.40

Standing Technical Committee
on Industrial Rehabilitation

TIR(45)3
Supplement to TIR(45)2
27 February 1945
CONFIDENTIAL

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION
STANDING TECHNICAL COMMITTEE ON INDUSTRIAL REHABILITATION

Policies and Methods Followed by the Industrial Rehabilitation Division in Attaining Objectives and Bases for the Initial Procurement of Building Materials and Equipment for the Emergency Repair of Shelter and Other Types of Structures in Liberated Areas Requesting UNNRA Assistance

POLICY FOLLOWED AND METHODS EMPLOYED IN ATTAINING OBJECTIVES
AND BASES FOR THE INITIAL PROCUREMENT OF BUILDING MATERIALS
AND EQUIPMENT FOR THE EMERGENCY REPAIR OF SHELTER AND OTHER
TYPES OF STRUCTURES IN EUROPEAN COUNTRIES

- Introduction -

The attached statement was prepared as a provisional guide to programming and as a general yardstick for the evaluation of building supply schedules recommended by the European Regional Office, the Country Missions, or Member Governments. It also serves the additional purpose of establishing a tentative framework for implementing program and procurement procedures with policies determined by the Committee of the Council for Europe, the bases developed by the Technical Subcommittee on Industrial Rehabilitation for Europe, and the day-to-day decisions at Headquarters.

Advance procurement of building supplies, as approved by the Combined Boards, represents supply targets considered to be attainable within the limitations of UNRRA's purposes and funds. The Regional Office and Country Missions are invited to comment on the composition and the specifications of materials included in all such programs. The present allocation of funds for building materials to be shipped to the five European member countries which have requested the Administration's financial assistance is tentative, and was adopted at Headquarters only for the purpose of initiating procurement of minimum quantities of materials that are certain to be needed in the first period of UNRRA's responsibility. In the final analysis, however, it will be the Member Governments who, in consultation with the Country Missions, will submit requests for actual quantities and who will determine the relative urgency of materials needed in each country.

Initial procurement programs for building materials to be provided by UNRRA cover a period of only six months, and they are designed to perform specific tasks or to achieve specific production goals under a set of conditions that may reasonably be anticipated (e.g. repair of a given number of homes, or rehabilitation of work space for a given number of industrial workers). Subsequent programming and shipment of building materials and construction equipment will be based on actual field surveys of damage and types of construction, and will include items that provide a maximum of repair volume in a given area by utilizing to the fullest extent indigenous resources and skills. The extreme shortage of lumber in supplying countries, and the great bulk of space required for its shipment make it imperative that local timber reserves be counted upon, or that locally available substitutes

for lumber be used or else developed. The limitations of both funds and shipping space would appear to preclude -- except under extraordinary circumstances -- the programming by UNRRA of prefabricated portable buildings and shelter units other than tents.

1. Advance procurement and stockpiling of building materials, hand tools and construction equipment for emergency shelter relief and for the repair of industrial structures must be limited to the selection of such essential products as will meet the requirements of changing conditions and fit a variety of technical solutions. If the funds appropriated are to produce the greatest volume of repair work obtainable the full utilization of local resources and skills must be achieved. At the same time, the critical supply position in certain commodities must be considered. Building materials essential to first aid repair of housing space differ from those required for the rehabilitation of industrial structures. Two basic units of building materials have, therefore, been developed: The "Kit of First Aid Building Materials for Shelter Repair", and the "Bundle of Building Material for the Rehabilitation of Industrial Structures."
2. Initial procurement programs for building materials, to be provided by UNRRA for the repair of housing space and for the rehabilitation of industrial structures, cover a six-month period. It was impossible to ascertain the kinds and the exact quantities of building materials required to perform an unknown volume of construction work. It was also considered unwise to base requirement programs on prewar uses or prewar imports which are only indicative of "normal" conditions involving a "normal" rate of utilization of building materials. UNRRA programs should be designed to perform specific tasks, and schedules must, therefore, be based on production goals. In the case of the initial program for Europe, our schedule of supplies for Albania, Czechoslovakia, Greece, Poland and Yugoslavia makes possible emergency repairs on a minimum number of dwelling units and the rehabilitation of work space for a minimum number of industrial workers under a set of conditions that may reasonably be anticipated in the first 6-month period. The absence of firm data on the degree of destruction and on specific types of buildings to be repaired is balanced by the fact that, in any event, only a fraction of the total repair and rehabilitation needs can be accomplished in the initial period of UNRRA's responsibility. Because of shortages of shipping space and supplies, UNRRA will be able to make immediate provision of only a portion of its total advance program. Ultimately, needs will have to be determined by field surveys which, in turn, must be translated into specifications and procurement requests for additional supplies.
3. The basis for the initial allocation of building materials for first aid shelter repair is a rate of damage estimated at 12½ percent of all existing dwelling facilities. One-sixth of the population figure can be considered, in rough estimates, as the number of dwelling units for any particular area.

It is further assumed that thirty percent of damaged units will be suitable for immediate repair and that for one-half of this potential repair volume, it will be necessary to use hand tools and building materials provided by UNRRA. The replacement factors for basic building materials have been tentatively set at 100 percent for glass, at 60 percent for roofing, at 35 percent for builders hardware, at 5 percent for electrical supplies, at 3 percent for plumbing supplies, and at 25 percent for screening materials, when necessary. The quantities of materials required for the repair of a dwelling unit have been determined on the basis of figures supplied by the U.S. Federal Public Housing Authority. The building types selected for this calculation are roughly equivalent in size and construction technique to dwelling facilities in European urban areas.

4. The basis for the initial allocation of building materials for the rehabilitation of industrial structures is a 10 percent rate of damage to the industrial plant of an area taken as a whole. Rough estimates can be based on the number of industrial workers employed in the area under consideration. It is further assumed that 30 percent of damaged industrial structures will be suitable for immediate repair and that for one-half of this potential repair volume it will be necessary to use construction equipment, hand tools and building materials provided by UNRRA. The replacement factors for basic materials have been set at 100 percent for glass, at 60 percent for roofing, at 35 percent for builders hardware, at 30 percent for structural members, and at 25 percent for utilities. The breakdown of essential building materials by kinds and quantities has been determined on the basis of figures supplied by the U.S. War Production Board establishing the ratio of such materials used for a construction volume of \$1,000,000 worth of industrial buildings in the United States. The data furnished by the WPB have been slightly corrected in the light of production practices and construction methods customary in the erection of industrial structures in Europe.
5. In breaking down the total European allocation of building materials by countries or areas an adjustment can be made in the composition of relief kits and rehabilitation bundles in order to fit particular conditions in different regions. Necessary variations in the composition of kits by kinds and quantities of materials will have to be achieved by redistribution of the total quantities allocated to Europe. The schedules for building materials developed by the Industrial Rehabilitation Division in Washington are adequate to cope with the basic problems of covering and enclosing emergency shelter facilities and essential industrial structures. An exception is lumber. The short supply of lumber and the bulk of space required for its shipping makes it imperative that local timber reserves be counted upon, or locally produced substitutes for lumber be used or else developed (e.g. precast concrete slabs and beams, gypsum wall board, etc.).

6. Procurement programs for the countries requiring UNRRA financial assistance should follow the foregoing principles. They may be translated into schedules of quantities of materials necessary: (a) to repair 1,000 dwelling units and (b) to rehabilitate and maintain work space for 1,500 workers.* Procurement programs prepared for other member countries should likewise be evaluated in light of these schedules. Recommendations to the authorities of Member Governments should be such as to avoid an undue shortage of materials listed in our schedules and thus assure to all countries a fair share of essential materials. The Governments of countries having their own financial resources are, of course, free in their programming procedure. They no doubt have their own reconstruction programs which may require certain specialized materials and equipment. But we believe that they could also profit by the results of the Industrial Rehabilitation Division's work in boiling down initial procurement programs for the emergency period to items that are at the same time essential and interchangeable.
7. As a general guide it may be observed that UNRRA's future requirement programs for additional allocations of building materials should be set up along the following pattern:
 - a. Total requirements should be broken down into 6-month periods. The production potential of existing, restored, replaced, and new manufactures of building materials installed by the receiving country should be taken into account in establishing quantities and kinds of supplies requested from UNRRA.
 - b. All requirements should be broken down by their end uses, which in turn should be kept within the limitations of UNRRA's policies, bases and standards (e.g. repair of essential industrial structures, railroad installations, hospitals, schools, shelter units, warehouses, etc.). Priorities that the receiving governments attribute to such uses should be ascertained and followed.

* Detailed specifications of quantities and materials contained in these unit schedules have been made available to the European Regional Office and Country Missions. ("Procurement Program of Building Materials for Eastern and South-eastern Europe"). Similar schedules and programs have been developed for the procurement of hand tools and wood working equipment.

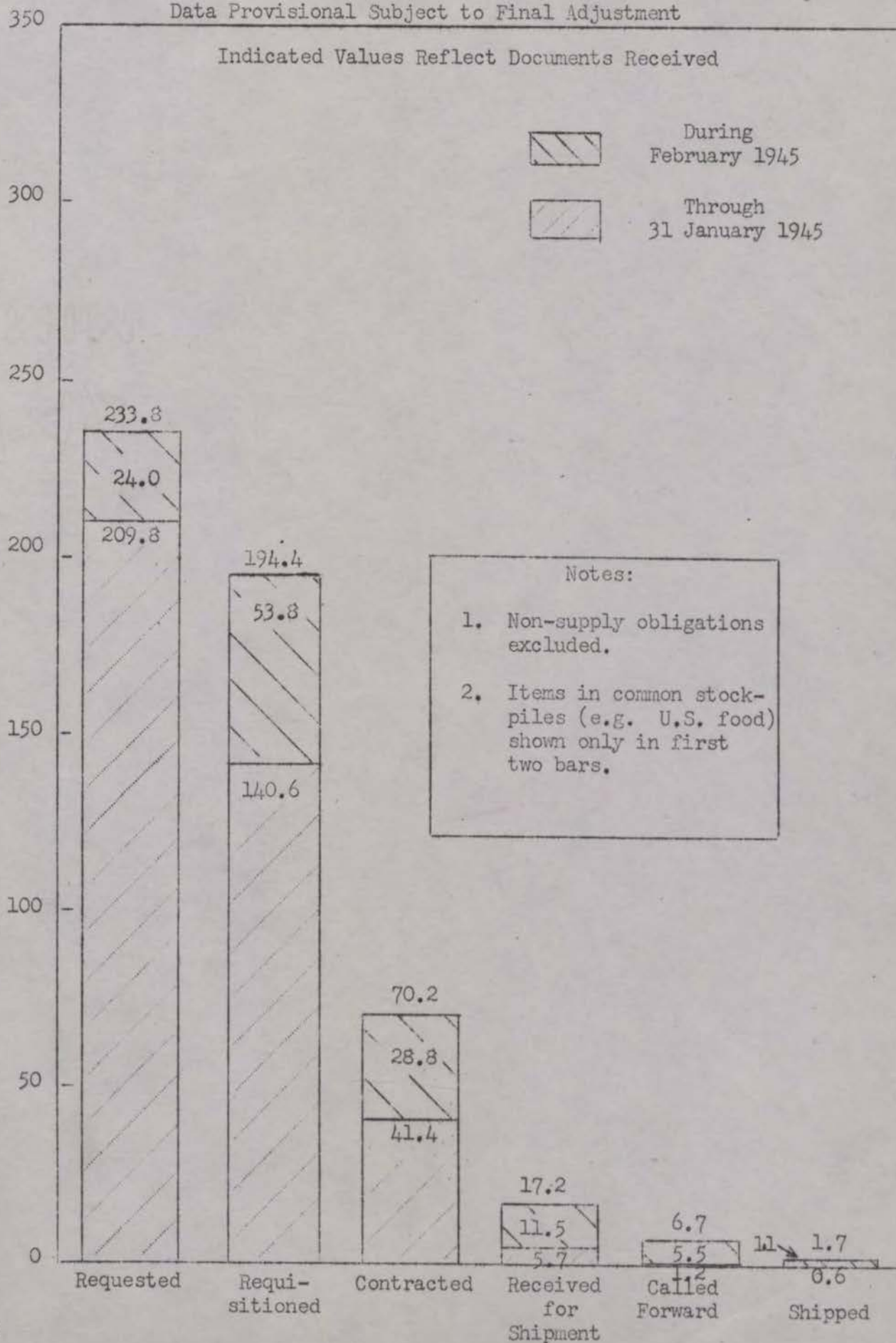
PROCUREMENT PROGRESS

See file

IN THE UNITED STATES AND CANADA

Data Provisional Subject to Final Adjustment

Net Value in Millions of U. S. Dollars Excluding All Transportation and Handling Charges



SM(S)1/10

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

Semi-Monthly Report of Requests to Supply
As of 28 February 1945

PART I SUMMARY

(Values in Thousands of U. S. Dollars)

Country, Division, and Commodity Classification	Value of Requests to Supply			Budget and Working Program <u>a/</u>	Percent of Budget and Working Program Requested Thru 28 February
	Cumulative Total Thru 31 January	Cleared by UNRRA 1 thru 28 February	Cumulative Total Thru 28 February		
<u>UNITED STATES</u>					
Grand Total	239,681	16,884	256,565	378,000	68
Non-supply obligations	62,139	4,376	66,515	67,913	98
<u>Total Supplies</u>	<u>177,542</u>	<u>12,508</u>	<u>190,050</u>	<u>310,087</u>	<u>61</u>
<u>FOOD DIVISION</u>					
0 Food, Fats, Oils & Soap	24,704	(1,134)	23,570	99,135	24
<u>CLOTHING DIVISION - Total</u>	<u>77,689</u>	<u>8,707</u>	<u>86,396</u>	<u>89,435</u>	<u>97</u>
1 Clothing, Text., & Footwear	77,684	8,707	86,391	89,435	97
7 Misc. Manuf. End Products	5	----	5	<u>b/</u>	--
<u>AGRICULTURAL DIVISION - Total</u>	<u>19,482</u>	<u>399</u>	<u>19,881</u>	<u>48,808</u>	<u>41</u>
1 Clothing, Text., & Footwear	38	---	38	7,739	<u>c/</u>
2 Medical Supplies, & Equip.	194	---	194	696	28
3 Industrial Mach. & Equip.	---	---	---	7,478	--
5 Other Equip. (Exc. Agric.)	---	---	---	852	--
6 Agric. Supplies & Equip.	18,649	350	18,999	23,200	82

Country, Division, and Commodity Classification	Value of Requests to Supply					Percent of Budget and Working Program Requested Thru 28 February
	Cumulative Total Thru 31 January	Cleared by UNRRA 1 thru 28 February	Cumulative Total Thru 28 February	Budget and Working Program a/		
AGRICULTURAL DIVISION (Cont'd)						
7 Misc. Manuf. End Products	---	49	49	3,478	1	
8 Fuel, Petroleum, & Products	---	--	--	1,043	-	
9 Misc. Materials & Products	601	--	601	4,522	13	
INDUSTRIAL DIVISION - Total						
3 Industrial Mach. & Equip.	40,922	1,638	42,560	47,491	90	
4 Commun. & Transp. Equip.	17,108	1	17,109	12,452	137	
5 Other Equip. (Exc. Agric.)	20,620	1,619	22,239	28,691	78	
7 Misc. Manuf. End Products	-----	1	1	957	c/	
8 Fuel, Petroleum, & Products	3,125	20	3,145	4,522	70	
9 Misc. Materials & Products	-----	--	-----	652	--	
	69	(3)	66	217	30	
MEDICAL DIVISION - Total						
0 Food, Fats, Oils & Soap	14,745	2,898	17,638	25,218	70	
1 Clothing, Text., & Footwear	47	-----	47	-----	--	
2 Medical Supplies & Equip.	2,546	57	2,603	-----	--	
3 Industrial Mach. & Equip.	10,493	2,385	12,878	24,435	53	
5 Other Equip. (Exc. Agric.)	2	b/	2	-----	--	
6 Agric. Supplies & Equip.	637	75	712	435	164	
7 Misc. Manuf. End Products	213	275	488	87	561	
8 Fuel, Petroleum & Products	161	2	163	87	187	
9 Misc. Materials, & Products	b/	---	b/	--	---	
X Adjustment covering handling, packing, etc.	2	114	116	174	67	
	644	(10)	634	---	--	
NON-SUPPLY OBLIGATIONS - Total						
11 Ocean Transp. & Forwarders' Fees	62,139	4,376	66,515	67,913	98	
Obligated d/	35,508	2,501	38,009	21,400	178	
Requested	50,008	(12,499)	17,509	-----	---	
12 Inland Transp. Storage & Handling	5,500	15,000	20,500	-----	---	
Obligated d/	26,631	1,875	28,506	46,513	61	
	26,631	1,875	28,506	-----	--	

Country, Division, and Commodity Classification	Value of Requests to Supply		Cumulative Total Thru 28 February	Budget and Working Program a/	Percent of Budget and Working Program Requested Thru 28 February
	Cumulative Total Thru 31 January	Cleared by UNRRA 1 thru 28 February			

CANADA

Grand Total	42,036	14,930	56,966	59,866	89
Non-supply Obligations	9,735	3,445	13,180	9,239	143
Total Supplies	32,301	11,485	43,786	50,627	86
FOOD DIVISION					
0 Food, Fats, Oils & Soap	17,330	5,901	23,231	24,570	95
CLOTHING DIVISION - Total					
1 Clothing, Text. & Footwear	7,873	16	7,889	8,190	96
7 Misc. Manuf. End Products	7,871	16	7,887	8,190	96
	2	--	2	-----	--
AGRICULTURAL DIVISION - Total					
1 Clothing, Text. & Footwear	4,997	(111)	4,886	7,711	63
6 Agric. Supplies & Equip.	13	---	13	246	5
	4,984	(111)	4,873	7,465	65
INDUSTRIAL DIVISION - Total					
3 Industrial Mach. & Equip.	2,101	5,636	7,737	10,074	77
4 Commun. & Transp. Equip.	2,092	-----	2,092	2,007	104
7 Misc. Manuf. End Products	-----	5,636	5,636	8,067	70
	9	b/	9	-----	--
MEDICAL DIVISION					
2 Medical Supplies & Equip.	-----	43	43	82	52
NON-SUPPLY OBLIGATIONS - Total					
11 Ocean Transport Charges	9,735	3,445	13,180	9,239	143
Obligated d/	6,460	2,297	8,757	4,505	194
Requested	5,559	2,297	7,856	-----	---
	901	-----	901	-----	---

Country, Division, and Commodity Classification	Value of Requests to Supply			Budget and Working Program a/	Percent of Budget and Working Program Requested Thru 28 February
	Cumula tive Total Thru 31 January	Cleared by UNRRA 1 thru 28 February	Cumulative Total Thru 28 February		
<u>NON-SUPPLY OBLIGATIONS (Cont'd)</u>					
12 Inland Transport Charges	3,230	1,148	4,378	4,689	93
Obligated d/	650	1,148	1,798	-----	--
Requested	2,580	-----	2,580	-----	--
13 Miscellaneous Services	45	-----	45	45	100
<u>OTHER COUNTRIES</u>					
Grand Total	18,500	3,277	21,777	24,616	88
Non-Supply Obligations	3,083	546	3,629	-----	--
Total Supplies	15,417	2,731	18,148	-----	--
<u>BRAZIL</u>	14,331	-----	14,331	18,000	80
<u>CLOTHING DIVISION</u>					
1 Clothing, Text., & Footwear	10,573	-----	10,573	10,600	100
<u>FOOD DIVISION</u>					
0 Food, Fats, Oils & Soap	3,758	-----	3,758	7,400	51
<u>PERU</u>	468	-----	468	b/	--
<u>FOOD DIVISION</u>					
0 Food, Fats, Oils & Soap	468	-----	468	b/	--
<u>URUGUAY</u>	---	310	310	450	69
<u>CLOTHING DIVISION</u>					
1 Clothing, Text., & Footwear	---	310	310	450	69

Country, Division, and Commodity Classification	Value of Requests to Supply			Budget and Working Program <u>a/</u>	Percent of Budget and Working Program Requested Thru. 28 February .
	Cumulative Total Thru 31 January	Cleared by UNRRA 1 thru 28 February	Cumulative Total Thru 28 February		
<u>OTHER COUNTRIES (Cont'd)</u>					
<u>ICELAND</u>	166	-----	166	166	100
<u>FOOD DIVISION</u>					
0 Food, Fats, Oils & Soap	166	-----	166	166	100
<u>FREE FUNDS</u>	452	2,421	2,873	5,000	57
<u>FOOD DIVISION</u>					
0 Food, Fats, Oils & Soap	452	2,421	2,873	<u>b/</u>	--
<u>NON-SUPPLY OBLIGATIONS</u>					
11 Ocean Transport Charges <u>d/</u>	3,083	546	3,629	---	--

Note: Reductions in values are indicated by parentheses.

a/ Budget for the grand total and for the total for each commodity division; working program for commodity classification within a divisional budget.

b/ Less than \$500.00

c/ Less than .005

d/ Charges obligated but not yet covered by requests to supply

PART II. REQUESTS TO SUPPLY CLEARED

DURING MONTH OF FEBRUARY 1945

Country, Division and Commodity Classification	Request No.	Quantity	Estimated Value ^a / (Thous. of U.S. Dollars)
UNITED STATES - Total Supplies			12,507.5
FOOD DIVISION			(1,134)
0 Food, Fats, Oils & Soap			
Wheat, Hard Winter (in bags)	UN-314	1,791,600 lbs.	67
Wheat, Hard Winter (in bulk)	UN-315	74,650 bu.	128
Milk, Evaporated	UN-316	2,240,000 lbs.	152
Bonito Fillets in Brine	UN-319	1,669,324 lbs.	134
Oleomargarine	UN-208A	(5,800,000 lbs.)	(901)
Milk, Sweetened Condensed	UN-209A	(13,334 cases)	(714)
Soap, Toilet	UN-232A	Change in Spec.	
Soap, Yellow Laundry	UN-233A	Change in Spec.	
Lard, Prime Steam	UN-282A	Change in Spec.	
CLOTHING DIVISION			8,707
1 Clothing, Text., & Footwear			
Boots, Rubber, Men's Black Short	UN-306	190,392 prs.	533
Leather Upper	UN-307	520,000 Sq.Ft.	166
Leather Upper	UN-308	260,000 Sq.Ft.	47
Leather Lining Sheepskin	UN-309	100,000 Sq.Ft.	14
Shoes	UN-310	3,000,000 Prs.	5,550
Shoes, Infants' Canvas, High	UN-335	300,024 Prs.	330
Shoes, Children's, High, Canvas	UN-336	59,976 Prs.	79
Shoes, Children's Low, Canvas	UN-337	79,200 Prs.	97
Shoes, Misses', Low, Canvas	UN-338	200,520 Prs.	266
Shoes, Youths' Low Canvas	UN-339	99,960 Prs.	135
Shoes, Women's Low, Med. Heel Canvas	UN-340	120,000 Prs.	198
Wool, Raw	UN-346	12,500,000 lbs.	5,000
Cotton, Raw	UN-347	50,000,000 lbs.	10,000
Pants & Trouser Fabric	UN-67A	(2,100,000 Yds.)	(2,835)
Coating Fabric	UN-68A	(800,000 Yds.)	(1,360)
Dress & Blouse Fabric	UN-69A	(2,100,000 Yds.)	(2,100)
Shirting Fabric	UN-70A	(2,800,000 Yds.)	(3,500)
Coating Fabric (Woolen)	UN-71A	(1,530,000 Yds.)	(2,448)
Cloth, Woolen, Blanketing	UN-77A	See Amendment.	913
Cloth, Rayon, Dress & Blouse Fabric	UN-94A	(1,790,000 Yds.)	(591)
Leather, Upper	UN-169B	70,672 Sq.Ft.	13
Shoes, Leather Men's High Military	UN-254A	(1,000,000 Prs.)	(1,800)

PART II. REQUESTS TO SUPPLY CLEARED
DURING MONTH OF FEBRUARY 1945

Country, Division and Commodity Classification	Request No.	Quantity	Estimated Value ^a / (Thous. of U.S. Dollars)
<u>AGRICULTURAL REHAB. DIVISION</u>			<u>399</u>
6 Agric. Supplies & Equip.			<u>350</u>
Trailers	UN-317	2,850 ea.	254
Cube root, ground	UN-322	41.5 M.T.	35
Seeds, Misc., Garden	UN-326	4,750 lbs.	9*
Nicotine Sulphate	UN-344	2,250 lbs.	2
Plows, 2 bottom Tractor	UN-44B	380 ea.	50
7 Misc. Manuf. End Products			
Bags - paper	UN 312	36,850,000 bags	49
<u>INDUSTRIAL REHAB. DIVISION</u>			<u>1,637.5</u>
3 Industrial Mach. & Equipment			
Baking Outfit, Complete			
& Spare parts and fire pump	UN-305	See request	1
Mobile Machine Repair Shops	UN-242A	Change in specs.	
4 Commun. & Transp. Equip			<u>1,619</u>
Passenger Automobiles	UN-296	3	6
Motor Trucks (light)	UN-330	266 ea.	346
Motor Trucks (medium)	UN-331	752 ea.	1,128
Motor Trucks (light heavy)	UN-332	54 ea.	135
Trucks	UN-19D	See Amendment	6
Passenger Automobiles	UN-139B	See Amendment	(2)
5 Other Equip. (Exc. Agric.)			
Bakery Outfit, Complete &			
Spare parts and fire pump	UN-305	See request	1
7 Misc. Manuf. End Products			<u>19.5</u>
Repair & Maintenance Kit for			
trucks	UN-295	506 Kits	19
Tires, Truck	UN-302	25	.5
9 Misc. Materials, & Products			
Glass Substitute	UN-252A	See Amendment	(3)

PART II. REQUESTS TO SUPPLY CLEARED

DURING MONTH OF FEBRUARY 1945

Country, Division and Commodity Classification	Request No.	Quantity	Estimated Value a/ (Thous. of U.S. Dollars)
<u>MEDICAL DIVISION</u>			<u>2,393.0</u>
1 Clothing, Text., & Footwear			<u>57</u>
Emergency Medical Supplies	UN-293	See request	12
Tank, Water Storage, Canvas	UN-325	135 ea.	20
Netting, Cotton insect, Marquisite	UN-327	92,000 yds.	15
CAD Anti-Typhus Unit	UN-328	See request	10
2 Medical Supplies & Equip.			<u>2384.8</u>
Emergency Medical Supplies	UN-293	See request	34
Distress & Surplus Med. Hosp. & Sanitation Supplies	UN-294	See request	250
Drugs & Chemicals	UN-297	See request	8
Drugs & Chemicals	UN-297A	Change in Specs.	
Typhus vaccine	UN-299	See request	4
Books, Medical Text. Ref.	UN-303	See request	9
Biologicals	UN-313	See request	37
Hospital Supplies	UN-321	See request	42
CAD Anti-Typhus Unit	UN-328	See request	129
Narcotics	UN-329	See request	146
Hospital Supplies	UN-334	See request	111
Rubber, Medical Supplies	UN-345	See request	3
Drugs and Medicines	UN-348	See request	1,613
Army Nurse Corps Uniform Dresses	UN-72A	(220 ea)	(1)
Army Nurse Corps Uniform Jackets	UN-73A	(110 ea.)	(.2)
3 Industrial Mach. & Equip.			
Emergency Medical Supplies	UN-293	See request	.1
5 Other Equip. (Except Farm)			<u>75</u>
Emergency Medical Supplies	UN-293	See request	1
Water Purification Units	UN-304	20 Units	3
Hypochlorinator, Gasoline Engine	UN-311	81 Ea.	43
Bags, Lister	UN-323	2,200 ea.	23
CAD Anti-Typhus Unit	UN-328	See request	5
6 Agric. Supplies & Equip.			<u>275</u>
DDT Powder	UN-300	22,500 lbs.	14
Powder, Insecticidal	UN-301	1,225,000 lbs.	141
Sprayer, Insect, Knapsack with spare parts	UN-318	480 units	7
CAD Anti-Typhus	UN-328	See request	111
Red Squill (Powder Fortified)	UN-341	900 lbs.	2

PART II. REQUESTS TO SUPPLY CLEARED

DURING MONTH OF FEBRUARY 1945

Country, Division and Commodity Classification	Request No.	Quantity	Estimated Value a/ (Thous. of U.S. Dollars)
<u>MEDICAL DIVISION (Cont'd.)</u>			
7 Misc. Manuf. End Products			2.1
Emergency Medical Supplies	UN-293	See request	1
CAD Anti-Typhus Unit	UN-328	See request	.4
Hospital Supplies	UN-334	See request	.5
Rubber Medical Supplies	UN-345	See request	.2
9 Misc. Materials & Products			114
Wire Screen & Screen Tacks	UN-298	See request	3
Methyl Fromide, 20cc Ampoules	UN-324	375,300 ea	78
CAD Anti Typhus Unit	UN-328	See request	15
Wire Screen	UN-333	100,000 sq.ft.	7
Calcium Hypochlorite Ampoules	UN-342	270,000 ampoules	7
Lime, Chlorinated, Grade C	UN-243	135,750 lbs.	4
X Adjustment Covering Handling Packing etc.			(10) ^b /
Supple. Medical Supplies	243A	-	(2)
Supple. Supplies-Confinement & Midwives Bags	244A	-	(13)

ION-SUPPLY OBLIGATION

11 Ocean Transp. & Forwarders' Fees		
Transfer of Funds from U.S.	UN-320	15,000
Contribution to cover the cost of Ocean freight and forwarders' fees		

PART II. REQUESTS TO SUPPLY CLEARED

DURING MONTH OF FEBRUARY 1945

Country, Division and Commodity Classification	Request No.	Quantity	Estimated Value	
			On Request to Supply (Thous. of Canadian Dollars)	Converted to Net Value (Thous. of U.S. Dollars)
CANADA - Total Supplies			13,367	11,485
<u>CLOTHING DIVISION</u>			<u>18</u>	<u>16</u>
1 Clothing, Textiles, & Footwear				
Sole Leather (Memo Amendment)	UC-126 thru	--		
	UC-128		23	21
Leather, Sole, Cutsoles, Men's	UC-147	1,800 Prs.	1	1
Leather, Sole, Cutsoles, Men's	UC-148	4,500 Prs.	2	2
Leather, Sole, Cutsoles	UC-149	3,500 Prs.	2	2
Sole Leather, Shoulders	UC-99B	(2,731 lbs.)	(1)	(1)
Sole Leather, Regular Bellies	UC-97B	(19,827 lbs.)	(6)	(6)
Sole Leather, Stag Shoulders	UC-99B	(7,600 lbs.)	(3)	(2)
Women's Coats	UC-108A	Change in Specs.		
Women's Coats	UC-109A	" " "		
<u>FOOD DIVISION</u>			<u>6,550</u>	<u>5,901</u>
0 Food Fats, Oils & Soap				
Spaghetti	UC-143	500,024 lbs.	36	33
Cocoa	UC-144	165,300 lbs.	18	16
Wheat	UC-145	115,000 bu.	193	174
Wheat-flour	UC-150-	25,000,000 lbs.	1,000	901
Wheat	UC-151	3,000,000 bu.	5,100	4,595
Wheat-flour	UC-125A	(281 bbls.)	(2)	(2)
Macaroni	UC-131A	1,000,048 lbs.	73	65
<u>AGRICULTURAL REHAB. DIVISION</u>			<u>(130)</u>	<u>(111)</u>
6 Agric. Supplies & Equip.				
Spare parts for Farm Mach.	UC-137	See request	28	24
Spare parts for Farm Mach.	UC-138	See request	98	84
Spare parts for Farm Mach.	UC-139	See request	34	29
Walking Plows	UC-142	2,800 ea.	28	24
Alfalfa Seed	UC-87A	(423,400 lb.)	(212)	(181)
Medium Red Clover Seed	UC-92A	(220,500 lb.)	(90)	(77)
Fiber Flax Seed	UC-93A	(176,400 lb.)	(16)	(14)

PART II. REQUESTS TO SUPPLY CLEARED

DURING MONTH OF FEBRUARY 1945

Country, Division and Commodity Classification	Request No.	Quantity	Estimated value	
			On Request to Supply (Thous. of Canadian Dollars)	Converted to Net Value (Thous. of U.S. Dollars)
<u>INDUSTRIAL REHAB. DIVISION</u>			<u>6,881</u>	<u>5,636</u>
4 Commun. & Transp. Equip				
Trucks, Motor	UC-140	1,500 ea.	2,450	2,007
Trucks, Motor	UC-141	4,500 ea.	7,340	6,011
Trucks, Motor	UC-140A	1,500 ea.	2,449	2,006
Trucks, Motor	UC-141A	(3,286 ea.)	(5,358)	(4,388)
7 <u>Misc. Manuf. End Products</u>				
Tires & Tubes, Truck	UC 129A	1 ea	c/	c/
<u>MEDICAL DIVISION</u>				
2 Medical Supplies & Equip.				
Penicillin, Ampoules	UC-146	20,000 ea.	48	43

PART II. REQUESTS TO SUPPLY CLEARED

DURING MONTH OF FEBRUARY 1945

Country, Division and Commodity Classification	Request No.	Quantity	Estimated Value (Thous. of U.S. Dollars)
<u>FREE FUNDS - Total Supplies</u>			<u>2,421</u>
<u>FOOD DIVISION</u>			<u>2,421</u>
0 Food, Fats, Oils & Soap			
Fish Cod Salted or Dried	UW-1	50,893 drums	671
Herring in Brine	UW-2	25,000,000 lb.	1,750
<u>URUGUAY - Total Supplies</u>			<u>310</u>
<u>CLOTHING DIVISION</u>			
1 Clothing, Text., & Footwear			
Blankets, Wool & part wool	UU-1	80,000 ea.	310

NOTE: A suffix after a number denotes that it is an amendment. Reductions in quantities and values are indicated by parentheses.

a/ Values shown are the amounts on the requests to supply or amendments except for food where the requests are on an f.a.s. basis. Other exceptions are noted with an asterisk.

b/ Includes an adjustment of \$4,631.00 which is not related to any given request.

c/ Less than \$50.00

Language help File
CAR

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

1 September 1944

TO: Mr. Chen
Mr. Eckhaus
Miss Davis
Mr. Fryer
Mr. Hammer
Dr. Hostie
Mrs. Ryshpan ✓
Mr. Rodnov
Mr. Weisl
Mr. Xanthaky

FROM: Bernard L. Gladieux *B L G*

Subject: Monthly Reports to the Director General

The attached Administrative Order No. 24 requires the Bureau of Areas to submit a report to the Director General by the fifth of each month.

In order that we may meet this requirement, will you accordingly please prepare for Mr. Menshikov a report based on the provisions of Bureau of Areas Order No. 8 covering the activities of your division or branch for the month of August. Since the various reports will have to be consolidated and correlated into a single report for the Bureau by September 5, it will be necessary that we receive the individual statements preferably on September 2, but, in any case, not later than noon, September 4.

Will you please send your individual reports to me in Room 309.

Attachment

28 August 1944 Page 1

SUBJECT: MONTHLY REPORTS TO THE DIRECTOR GENERAL

1. FREQUENCY OF ISSUANCE: A periodic report shall be submitted by the head of each of the following organizational units:

General Counsel	Bureau of Areas
Diplomatic Adviser	Camps Division
Financial Adviser	Distribution Division
Office of Public Information	Secretariat
Office of Regional Liaison	Welfare Division
Bureau of Finance & Administration	Displaced Persons Division
Bureau of Supply	Health Division
Agricultural Rehabilitation Division	Far East Planning Unit
Industrial Rehabilitation Division	

monthly on the fifth day of the subsequent month.

2. PURPOSE: The purpose of the report is to inform the Director General, heads of each of the major organizational units of the Administration and the heads of regional offices and chiefs of missions of:

- (1) the major accomplishments or major projects under way;
- (2) the problems which it may be anticipated will arise, or which have already arisen, on which decisions will be required;
- (3) developments or trends in conditions which may affect current or future operations.

The intention should be to keep the Director General, or the others to which the report will be made available, currently informed of the significant continuing activities of the organization and the problems which are before us, and to attempt to anticipate the matters which will require the early attention of the Director General and other top members of the Administration's staff.

The report is not intended to be a news bulletin and therefore need not include items which are already covered by the UNRRA Weekly Bulletin issued by the Office of Public Information. Neither is it intended as a resume of the minutes of the weekly staff meetings with the Director General or of events which have occurred, nor is it essential that routine operations of an organizational unit should be tabulated and reported. The emphasis should be placed upon the value of the report to the Director General and the top administrative staff in the development of plans for

28 August 1944

Page 2

meeting the problems of the Administration quickly as they arise and in supplying the necessary background and comparative information for making important decisions.

3. FORM OF REPORT: The report should be succinct and in the form of summary text, or text supplemented by statistical material. A statistical presentation will be valuable in reporting on financial conditions and transactions, on supply inventory and forecasts, estimates of probable personnel requirements and recruiting prospects, and on the various aspects of field operations. If statistical information is included, it should provide both cumulative data and data which will provide a comparative analysis between the current month and the preceding month. Work load factors should be reported only if they have special significance in the planning for future needs, i.e., programming of operations or budgeting planning.

28 August 1944

To: M. Menshikov
From: Myer Cohen
Cicely A. Ryshpan
Subject: Organization of Coordination and Liaison Division

Attached is a brief description, in outline form, of the proposed duties and responsibilities of the Coordination and Liaison Division. This description is to serve as a basis for discussion at our meeting on Tuesday, 29 August at 10 A. M.

COORDINATION AND LIAISON DIVISION

Functions:

To assist the Deputy Director General by:

- (1) Developing, in cooperation with the several divisions (area and staff) of the Bureau of Area Operations, for approval by the Deputy Director General, outlines of the scope and content of individual area programs and schedules for the completion of specific portions of these programs;
- (2) Reviewing for conformity to policy and to the decisions of the Deputy Director General drafts of memoranda prepared in the Bureau of Area Operations dealing with programming, operational plans or operations;
- (3) Keeping the Deputy Director General currently informed with respect to the progress made on programming, operational plans, and to developments in operation, in accordance with approved schedules, and with objectives approved by the Deputy Director General;
- (4) Serving as the channel for matters presented by other Bureaus and Divisions to the Bureau of Area Operations affecting more than one Area Division, and obtaining the necessary action on these matters in the Bureau of Area Operations; 1
- (5) Analyzing and evaluating statistical and non-statistical reports from Field and Regional offices, and preparing such coordinated reports as the Deputy Director General for the Bureau of Area Operations shall require;
- (6) Representing the Deputy Director General for the Bureau of Area Operations in his contacts with the military authorities on problems which involve more than one area division; and, together with the appropriate Division Chiefs, representing the Deputy Director General for the Bureau of Area Operations in negotiations involving a single area or function.
- (7) Locating and securing classified (confidential and secret) documents from agencies of the U.S. government and other member governments for the use of the staff of the Bureau of Area Operations, and, as required, of other Bureaus and Divisions of UNRRA, and providing for their maintenance under proper security regulations. (Details covered in Draft Administrative Order on Intelligence Liaison Service;)

1/ Contacts with:

- a) Bureau of Supply
- b) Functional Divisions
- c) Finance and Administration in planning personnel requirements for field missions
- d) Training branch, etc.

- (8) Assisting, as required, in developing working relationships for the staff of the Bureau of Area Operations and of other Bureaus and Divisions of UNRRA with members of the staff of agencies of the U.S. government and other member governments. (Details covered in Draft Administrative Order in Intelligence Liaison Service);
- (9) Carrying on special assignments for the Deputy Director General such as the preparation of the monthly reports to the Director General, and material for the Director General's report to the Council.

BUDGET

OFFICE OF THE CHIEF

Chief	14	\$8000
Assistant Chief	12	6000
Sr. Analyst	11	5000
Sr. Analyst	11	5000
Administrative Assistant	8	3200
Secretary II	6	2800
Secretary I	5	2400

REPORTS AND STATISTICS BRANCH

Chief	12	6000
Statistician	11	5000
Analyst (Reports)	10	4500
Statistical Clerks as Required		
Secretary II	6	2800
Secretary I	5	2400

INTELLIGENCE AND LIAISON BRANCH

Intell. Liaison Officer	10	5000
Asst. Intell. Liaison Officer (Outside)	8	3200
Asst. Intell. Liaison Officer (Inside)	8	3200
Secretary II	(to maintain secret)
Clerk Typist	(and confidential files)

extra

COORDINATION AND LIAISON DIVISION

Functions:

To assist the Deputy Director General by:

- (1) Developing, in cooperation with the several divisions (area and staff) of the Bureau of Area Operations, for approval by the Deputy Director General, outlines of the scope and content of individual area programs and schedules for the completion of specific portions of these programs;
- (2) Reviewing for conformity to policy and to the decisions of the Deputy Director General drafts of memoranda prepared in the Bureau of Area Operations dealing with programming, operational plans or operations;
- (3) Keeping the Deputy Director General currently informed with respect to the progress made on programming, operational plans, and to developments in operation, in accordance with approved schedules, and with objectives approved by the Deputy Director General;
- (4) Serving as the channel for matters presented by other Bureaus and Divisions to the Bureau of Area Operations affecting more than one Area Division, and obtaining the necessary action on these matters in the Bureau of Area Operations; /1
- (5) Analyzing and evaluating statistical and non-statistical reports from Field and Regional offices, and preparing such coordinated reports as the Deputy Director General for the Bureau of Area Operations shall require;
- (6) Representing the Deputy Director General for the Bureau of Area Operations in his contacts with the military authorities on problems which involve more than one area division; and, together with the appropriate Division Chiefs, representing the Deputy Director General for the Bureau of Area Operations in negotiations involving a single area or function.
- (7) Locating and securing classified (confidential and secret) documents from agencies of the U.S. government and other member governments for the use of the staff of the Bureau of Area Operations, and, as required, of other Bureaus and Divisions of UNRRA, and providing for their maintenance under proper security regulations. (Details covered in Draft Administrative Order on Intelligence Liaison Service;)

/1. Contacts with:

- a) Bureau of Supply
- b) **Functional** Divisions
- c) Finance and Administration in planning personnel requirements for field missions
- 3) Training branch, etc.

- (8) Assisting, as required, in developing working relationships for the staff of the Bureau of Area Operations and of other Bureaus and Divisions of UNRRA with members of the staff of agencies of the U.S. government and other member governments. (Details covered in Draft Administrative Order in Intelligence Liaison Service);
- (9) Carrying on special assignments for the Deputy Director General such as the preparation of the monthly reports to the Director General, and material for the Director General's report to the Council.

BUDGET

OFFICE OF THE CHIEF

Chief	14	\$8000
Assistant Chief	12	6000
Sr. Analyst	11	5000
Sr. Analyst	11	5000
Administrative Assistant	8	3200
Secretary II	6	2800
Secretary I	5	2400

REPORTS AND STATISTICS BRANCH

Chief	12	6000
Statistician	11	5000
Analyst (Reports)	10	4500
Statistical Clerks as Required		
Secretary II	6	2800
Secretary I	5	2400

INTELLIGENCE AND LIAISON BRANCH

Intell. Liaison Officer	10	5000
Asst. Intell. Liaison Officer (Outside)	8	3200
Asst. Intell. Liaison Officer (Inside)	8	3200
Secretary II	(to maintain secret)	
Clerk Typist	(and confidential files)	

28 August 1944

To: M. Menshikov

From: Myer Cohen
Cicely A. Ryshpan

Subject: Organization of Coordination and Liaison Division

Attached is a brief description, in outline form, of the proposed duties and responsibilities of the Coordination and Liaison Division. This description is to serve as a basis for discussion at our meeting on Tuesday, 29 August at 10 A. M.

Mrs. Ryshpan
Progress Reports

21 March 1944

To: Miss Flexner
Mrs. Ryshpan
Miss Berger

From: Mr. Cohen *HC*

Please refer to my memorandum of February 29 establishing a system of regular weekly Progress Reports. In order to develop a more uniform and effective system of preparing data for these reports, I should like to suggest that the following rough outline be used. This will be simply a guide for the presentation of the material, which need not be in outline form, and will in no way restrict the content of the Report.

I Work in Progress

For each item, briefly -

- a) description of project
- b) background, if necessary
- c) progress since the last report
and status of project at present

II Special Items

If your unit has chaired a meeting, supervised a project of special interest, etc., please submit a brief account of this.

Your promptness in submitting these reports, in an original and one copy, will greatly facilitate delivery of the summary report to the Office of the Deputy Director General.

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

2 March 1944

To: Mrs. Ryshpan

From: Mr. Cohen *pu*

In order to assist me in preparing a weekly report to Mr. Anderson on work being done in the Area Operations Coordination Branch, will you be good enough to provide me by Thursday noon of each week with a report of activities (either mental or otherwise) in the Studies Coordination Section.

Cohen/rr

26 May 1944

TO: Mr. Menshikov
Mr. Anderson
Mr. Cohen ✓

From: B. Eckhaus

Subject: Attachments

Transmitted herewith is the
Weekly Report for the Communications Section,
Bureau of Areas, for the Week May 18
through May 24.

Attachments: 3

STATEMENT OF INCOMING ACTION COMMUNICATIONS
FOR THE BUREAU OF AREAS
FOR WEEK OF MAY 18 THROUGH MAY 24

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
					NAME	ACTION STATUS	DATE
5-18	5-18	109	Cairo	Request reply concerning Casdayle. (Cable)	Fryer	Cable #120 to Cairo. Casdayle authorized \$4,000.	5-20
5-12	5-18	107	Cairo	Need for nurses; Musson, Jacocks, Lamoreaux needed. What about Leet and Greenstein both as Welfare Directors? Do <u>not</u> send secretaries via air. (Cable)	Fryer	Cable drafted for concurrence. Xanthaky to discuss with B.G. 5-24.	5-23
5-15	5-19	112	Cairo	USAFIME is cabling AQMAR re: Musson, Tolley, Jacocks, Rohrbaugh, Sharp, Lamoreaux, Thrupp & Greenstein. If you furnish names - sea priorities can be arranged. (Cable)	Fryer	Cable drafted for concurrence. Cable #110 on 5-19 to Cairo states Jacocks left Washington for Cairo.	5-23
5-17	5-18	259	London	Could we have a reply to our 221 re: Italian posts? (cable)	Fryer	Cable #240 to London states Position as Chief of Italian Mission filled.	5-24
5-17	5-20	115	Cairo	Lloyd interested in Economic Adv. post Balkan Mission (if Brit. Treas. will release) if responsibilities include central UNRRA policy. (Cable)	Fryer	Cable #111 to Cairo states Lloyd's appointment approved.	5-24

COMM. DATE.	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
					NAME	ACTION STATUS	DATE
5-16	5-22	138	Casablanca	Re: Transfer of Casablanca Refugee Center to Oran Algiers. (Cable)	Fryer	Cable drafted by WEA stating problems to be discussed with Army here promptly.	5-23
5-18	5-22	113	Cairo	Racich, Mellett, Byron, Manusaki, Vassardaki, Conley & Frazier arrived in Cairo. (Cable)	Fryer	Families noti- fied on 5-22	5-22
5-17	5-22	117	Cairo	May we transfer Finley from Casablanca to Cairo? (Cable)	Fryer	Cable #17 to Cass. asking them to trans- fer Finley to Cairo.	5-24
5-18	5-22	119	Cairo	Urgent need for personnel for Welfare, displaced persons fields. 100 Welfare; 23 doctors, 61 nurses. Request report re: terms of service of voluntary society. (Cable)	Fryer	Cable #130 to Cairo re: Personnel for Balkan Mission.	5-24
5-20	5-23	274	London	\$7.50 & \$3.50 per diem in Cairo appears satisfactory. Complaints on subject by British in Cairo under review. (Cable)	Xanthaky	Cable drafted for concurrence recalled for further <i>classifi-</i> cation.	5-24
5-19	5-23	269	London	Re: Wearing of voluntary society badges for Vol. Society workers without UNRRA badge. (Cable)	Menshikov	Cable drafted by Xanthaky pending further discussion, how- ever, per Mr. Menshikov's request.	5-24

STATEMENT OF PENDING INCOMING ACTION COMMUNICATIONS FOR THE BUREAU
OF AREAS PRIOR TO THE WEEK OF MAY 18 THROUGH MAY 24

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
					NAME	ACTION STATUS	DATE
5-10	5-15	132	Casablanca	Re transfer of Casablanca Refugee Center to Algiers. (Secret cable)	Fryer	Meeting to be held 5-24 to discuss draft of cable.	5-23
5- 9	5-15	-	Casablanca	Acknowledging letter of 20th of April re supplies and equipment. Submitting list. (Letter)	Fryer	Letter to Casa- blanca stating discussion held with FEA repre- sentatives who promise all pos- sible aid. UNRRA not in position to give much help. Planned that UNRRA will take over Fedalla project on July 1st.	5-23
5- 9	5-15	-	Casablanca	M. Ballyguier has been acting as liaison between Centre Guynemer and coordinating Council of French Relief Societies in the states. Centre taking care of 1200 to 1300 children. Cost per child per month: 400 francs. (Letter)	Fryer	Reply by letter to be dictated 5-27 by Fryer.	5-23

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
					NAME	ACTION STATUS	DATE
5-12	5-16	242	London	Presume you refer to Maj.Gen. Fryer P. H. Mitchiner not Mitchener. Director of Health considers him suitable for post suggested. (Cable)	Menshikov to	discuss with Fryer possible appointment of candidate as soon as Fryer returns to office on 5-27.	5-23
5- 9	5-11	99	Cairo	Yugoslav refugees arriving in Italy. (Secret cable)	Flexner	Cable #113 to Cairo agrees to accept Yugo. Sent to Middle East subject to Egyptian Gov't.	5-18
5-11	5-12	236	London	Re last sentence Menshikov's memo Apr. 25. Population sub- committee will welcome any estimate you can provide for consideration along with inter- allied and OSS figures. Air letter follows. (Cable)	<i>Bqshpaw</i>	Cable #236 to London. OSS- FEA reconciled figures not available but will send to you after analysis.	5-23
5-12	5-16	106	Cairo	Re public relations officer. (Secret cable)	Fryer	Cable #118 to Cairo. New designee to be notified you thru P.I.D. Feels former one competent.	5-18
5- 8	5-16	-	Casablanca	Possibility of UNRRA work in Tunisia. (Letter)	Fryer	Cable #32 to Algiers. Draft of transfer in preparation	5-18

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
					NAME	ACTION STATUS	DATE
5-12	5-17	108	Cairo	Your #58 does not represent official views of War Dept. Please clarify and advise us. (Cable)	Xanthaky	((Meeting held (5-22. Action (given to (Lehman to (handle (5-23
5- 2	5- 4	75	Cairo	What can we tell Army here regarding uniforms for UNRRA? (Cable)	Xanthaky	(((5-23
5- 8	5-10	95	Cairo	There has been an announcement here of establishment of Balkan Supply Center. Assume you have participated in Washington conference & will let us know about this. (Cable)	Xanthaky	Letter sent re: Balkan Supply Center & relationship between UNRRA and B.S.C.	5-18
5- 5	5- 8	90	Cairo	Berry supports Davis arrangement on basis continuation present post until needed. Do you authorize. (Cable)	Fryer	Cable #120 to Cairo. Have considered Davis for staff pos.	5-20
4-27	5- 4	77	Cairo	Why the delay in specialized personnel? It is believed Hill will accept position as Economic Adviser Greece. We urge Elkinton go to London. (Cable)	Xanthaky	Cable #93 on 5-9 & #124 on 5-19. List of names against "A" priority. Ec. Adv. changed to Fin. Adv. Hill's appointment ap- proved at \$7,000.	5-19

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
					NAME	ACTION STATUS	DATE
4-18	4-21	80	Cairo	Davis arriving 29th confer Greece planning. Hill undecided as to Economic Adviser. (Cable)	Xanthaky	Cable #124 to Cairo. Ec. Adv. changed to Fin. Adv. Hill's appointment approved at \$7,000.	5-19
5- 3	5- 6	87	Cairo	H. Davis interested Deputy Chief Greek Mission conditional field clearance dept. and Berry. Re: Casdayle, Blackler for position. Reply #61 & 78. (Cable)	Fryer	Have considered Davis for staff pos. Senior Deputy must be operator Executive. Casdayle authorized \$4,000.	5-20
5- 2	5- 4	84	Cairo	B. Brown will accept position subject to approval Conscientious Objectors Board. What is policy? What are salary levels? (Cable)	Menshikov Fryer	Cable #110 on 5-18 suggest B. Brown as welfare spec. Policy re: C.O. not yet decided.	5-24
4-10	4-17	-	Casablanca	From Beckelman enclosing copy of letter to Crowley submitting matter on budget and job description. (Letter)	Flexner	Letter acknowledging & commenting on various letters from Beckelman.	5-18

COMMUNICATIONS HANDLED BY THE COMMUNICATIONS SECTION

DURING WEEK MAY 18 THROUGH MAY 24

(By Types and Number)

POST	CABLEGRAMS		LETTERS		AIRGRAMS		TELEGRAMS	
	From	To	From	To	From	To	From	To
CAIRO	12	19	1	13				
CANADA				1				
CASABLANCA	1	1		3				
CHUNGKING	1			2	1			
DOMESTIC				18				4
LONDON	10	9	1					
TOTALS	24	29	2	37	1			4

GRAND TOTAL 97

BZekhaus/bm

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

21 April 1944

TO: MR. COHEN

FROM: MR. ECKHAUS *JE*

Transmitted herewith is a report of the status of incoming action cablegrams, and a report for the Bureau of Areas, received during week ending April 19, 1944, and a summary of all communications received during that week by types.

W. E. C.

B. Eckhaus:mmm

STATEMENT OF INCOMING ACTION COMMUNICATIONS

FOR THE BUREAU OF AREAS *

For Week Ending April 19, 1944

Commun. Date	Date Rec'd.	No.	Post	Subject	Action Assigned	Remarks
4-12	4-13	152	Londen	Morris and Sluchen arrived. Jackson on May 10th.	May	Teleg. sent to families. 4-14
4-10	4-13	3	Casa- blanca	Jackson suggest advising you re: Tyson proceeding Cairo--to be replaced from D.C.. Necessary to have File before camp opens.	May	Cable to Casa- blanca. 4-19
4-13	4-17	3	Chung- king	Health Administration states Dr. Grant is coming for 3 or 4 weeks in late May. Important we have details and confirmation.	Jacquelin	Cable to Chung- king. 4-19
4-13	4-17	52	Cairo	Have conferred with Hughes--feels you should hasten Thompson for Emergency shelter planning: Greve to Welfare Camp	May Xanthaky	Pending (Xanthaky getting in touch Adams & Knapp)
4-14	4-17	55	Cairo	Patterson, Executive Ass't. to Gerstenzang; Youdin to Roseman; Brownbridge to Archer in Greece and Welfare aspects Merra camps. Sevaried assist Archer in Greece planning.	May	Pending (new budget)
4-14	4-17	56	Cairo	Wright requests Crabtree see Gen. Jones on return re: letter covering urgent need DDT in refugee camps. Seppington, Aldridge and Zuger arrived Cairo Apr. 13. Rease inform families.	May	Families not- ified. 4-17

Commun. Date	Date Rec'd.	No.	Post	Subject	Action Assigned.	Remarks
4-12	4-18	53	Cairo	MERRA has funds to build only one medical caique. Recommend total program of 5. suggest Greek War Relief defray cost.	Xanthaky	Pending. Meeting Greek War Relief for necessary funds.
4-15	4-18	4	Casa- blanca	#101 from Casa. #3 from Casa and #52 to Casa. crossed in transit - need for clarification. Assume you keeping Archer posted inasmuch as I advised him Apr. 10 Tyson coming soonest.	May	Cable sent combined with #3 from Casa.
4-6	4-19	1	Chung- king Letter	Report on Mr. Brown for health division of UNRRA. Private agencies; general report. Notify Mrs. Staley of receipt of report.	May Jacquelin	Pending.
<p>prepared by Communications Section. B. Eckhaus:mmm</p> <p>* All action communications for this week were cables.</p>						

COMMUNICATIONS HANDLED BY COMMUNICATIONS SECTION
DURING WEEK APRIL 13 THROUGH 19
(BY TYPES AND NUMBER)

POST	CABLEGRAMS		AIRGRAMS		CORRESPONDENCE		TELEGRAM	
	From	To	From	To	From	To	From	To
BERN	1	-	-	-	-	-	-	-
CAIRO	5	9	-	-	-	2	-	-
CASABLANCA	3	1	2	-	2	1	-	-
CHUNGKING	2	2	-	-	-	2	-	-
LONDON	12	21	-	-	-	1	-	-
NEW JERSEY	-	-	-	-	-	-	-	1
NEW YORK	-	-	-	-	-	-	-	1
TOTALS	23	33	2	-	2	6	-	2

GRAND TOTAL 68

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

19 MAY 1944

TO: MR. COHEN

FROM: B. ECKHAUS

TRANSMITTED HEREWITH
IS THE WEEKLY REPORT FOR THE
COMMUNICATIONS SECTION FOR THE
WEEK MAY 11 THROUGH 17.

ATTACHMENTS: 3

STATEMENT OF INCOMING ACTION COMMUNICATIONS
FOR THE BUREAU OF AREAS
FOR WEEK OF MAY 11 THROUGH MAY 17

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
					NAME	LAST CONTACTED	ACTION STATUS
5-10	5-15	132	Casablanca	Re Transfer of Casablanca Refugee Center to Algiers. (Secret cable)	Fryer	5-17	Meeting held at FEA 5/16. Report being drafted and will be sent to Fryer for further action
5-9	5-15	—	Casablanca	Acknowledging letter of 20th of Apr. re supplies and equipment. Submitting list. <u>Letter</u>	Fryer)	5-17	Fryer has been attending meetings for past 2 days; consequently has had no chance to take action.
5-9	5-15	—	Casablanca	M. Ballyguier has been acting as liaison between Centre Guynemer and coordinating Council of French Relief Societies in the states. Centre taking care of 1200 to 1300 children. Cost per <u>child</u> per month: 400 francs.	Fryer)	5-17	Fryer has been attending meetings for past 2 days; consequently has had no chance to take action.
5-12	5-16	242	London	Presume you refer to Maj. Gen. P. H. Mitchiner not Mitchener. Director of Health considers him suitable for post suggested. <u>Cable</u> .	Fryer)	5-17	Same as above.
5-9	5-11	99	Cairo	<u>Secret Cable</u> : Yugoslav refugees arriving in Italy.	Flexner	5-17	Gov. has file and draft for final approval.

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
					NAME	LAST CONTACTED	ACTION STATUS
5-9	5-11	100	Cairo	Cable: Re employment of Gouldrey. Interested in Supply or Distribution work here.	Fryer		Cable 203 to London request they interview Gouldrey and cable views.
5-8	5-11	96	Cairo	Cable: Trying to interest E. M. Lloyd in Economic Advisor post Balkan headquarters.	Fryer		Cable 111 to Cairo holding pos. for Lloyd pending your recommendations.
5-9	5-11	5	Chungking	Cable: Committee held 2nd meeting. Agreed working committee to draft section of report on food, textiles, etc. Grant due to arrive 17th.	Chen	5-17	No action necessary.
5-10	5-12	6	Casablanca	Cable: Finley has arrived.	Fryer		Family notified. 5-12
5-11	5-12	236	London	Cable: Re last sentence Menshikov's memo Apr. 25. Population sub-committee will welcome any estimate you can provide for consideration along with inter-allied and U.S.S. figures air letter follows.	Kyshpan	5-17	Waiting air pouch letter. People concerned notified to gather necessary material.
5-12	5-16	106	Cairo	Cable: Re public relations officer. (Secret)	Fryer	5-17	Cable sent to Salisbury for drafting reply. Will come to Fryer for dispatch.
5-8	5-16	--	Casablanca	Letter: Possibility of UNHRA work in Tunisia.	Fryer	5-17	Fryer has been unable to act on this due to meetings 5-16 to 5-17

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
					NAME	LAST CONTACTED	ACTION STATUS
5-12	5-17	108	Cairo	Cable: Your #58 does not represent official views of War Dept. Please clarify and advise us.	Xanthaky	5-17	Came in too late on 5-17 for action to have been taken.

STATEMENT OF PENDING INCOMING ACTION COMMUNICATIONS FOR THE BUREAU
OF AREAS PRIOR TO THE WEEK OF MAY 11 THRU H MAY 17

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	NAME	ACTION ASSIGNEE	
						LAST CONTACTED	ACTION STATUS
5-3	5-10	1454	Algiers	Cable: We recommend British & American representatives in Algiers & French Morocco help Refugee Center Administration; that Treasury license transmission of funds for purchase to Tangier & Lisbon.	Flexner		Cable 32 to Algiers.
5-8	5-10	95	Cairo	Cable: There has been an announcement here of establishment of Balkan Supply Center. Assume you have participated in Washington conference & will let us know about this.	Xanthaky	5/17	Cable and letter drafted awaiting approval.
5-5	5-9	1181	Cairo	Cable: Am stressing importance of early assignment of 6 district directors on UNRRA staff in Greece. Have candidate but what about recruitment situation in U. S. and G. B.	Fryer		Cable 95 to Cairo on 5-10. 12 dist. pos. in Balkan Budget. 6 open for recruitment.
5-5	5-8	90	Cairo	Cable: Berry supports Davis arrangement on basis continuation present post until needed. Do you authorize.	Fryer	5-17	Reply was delayed because draft was lost. It was located 5/17 and is being re-drafted today 5/18.
4-27	5-4	77	Cairo	Why the delay in specialized personnel? It is believed Hill will accept position as Economic Adviser Greece. We urge Elkinton go to London.	Xanthaky	5-17	Same as above

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
					NAME	LAST CONTACTED	ACTION STATUS
4-18	4-21	60	Cairo	Cable: Davis arriving 29th confer Greece planning. Will undecided as to Economic Adviser.	Xanthaky	5-17	Reply was delayed because draft was lost. It was located 5/17 and is being re-drafted today 5/18.
5-3	5-6	87	Cairo	Cable: H. Davis interested Deputy Chief Greek Mission conditional field clearance dept. and Berry. Re: Casdayle, Blackler for position. Reply #61 & 78.	Fryer	5-17	Same as above. Cable 112 re Blackler only.
5-5	5-8	89	Cairo	Cable: Borne OK for secretarial position but no additional clerical supervisors required.	Fryer		Cable will be sent when Borne is on her way.
5-5	5-8	91	Cairo	Cable: What progress on recruitment voluntary society personnel medical & relief fields & date expected.	Fryer		Cable 101 on 5/13. Personnel response of private agencies here no good. 14 persons now in training. None are doctors or nurses.
5-2	5-4	75	Cairo	What can we tell Army here regarding uniforms for UNRRA? Cable	Xanthaky	5-17	Clothing Div. getting costs of materials and details for uniforms. Policy to be cleared.
5-2	5-4	84	Cairo	B. Brown will accept position subject to approval Conscientious Objectors Board. What is policy? What are salary levels? Cable	Menshikov Fryer		Cable 110 on 5/16 suggest B. Brown as welfare spe. Policy re C.O. will follow.

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	NAME	ACTION ASSIGNEE	
						LAST CONTACTED	ACTION STATUS
4-19	4-20	168	London	Cable: Jackson has list of selected candidates for higher posts. What are salaries and allowances for various posts?	Xanthaky		Cable 186 and 198 to London. Air pouch letter will provide info on specific pos. in Balkan mission.
4-10	4-17	--	Casablanca	Letter: From Beckelman enclosing copy of letter to Crowley submitting matter on budget and job description.	Flexner	5/17	Pending budget approval.
4-12	4-18	53	Cairo	Cable: MENRA has funds to build one medical caique. Recommend 5. Suggest Greek War Relief defray cost.	Xanthaky		Cable 103 to Cairo 5/13 conferring Greek War Relief.
4-27	5/4	--	Casablanca	Letter: From United Nations RRA civil affairs regarding list of outgoing cables from D. C. needed by NARC.	FLEXNER		Letter 5/15 sending cables requested.

COMMUNICATIONS HANDLED BY THE COMMUNICATIONS SECTION
DURING WEEK MAY 11 THROUGH MAY 17
(BY TYPES AND NUMBER)

POST	CABLEGRAMS		LETTERS		AIRGRAMS		TELEGRAMS	
	FROM	TO	FROM	TO	FROM	TO	FROM	TO
ALGIERS	-	2	-	-	-	-	-	-
CAIRO	12	20	5	21	-	-	-	-
CASABLANCA	2	-	3	3	1	-	-	-
CHUNGKING	1	1	1	-	-	-	-	-
DOMESTIC	-	-	-	13	-	-	-	-
ENGLAND	-	-	-	1	-	-	-	-
ISTANBUL	-	-	-	1	-	-	-	-
LONDON	15	8	1	-	-	-	-	-
TOTALS	30	31	10	39	1	-	-	-

GRAND TOTAL 111

BECKHAUS/BM

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS
Bureau of Areas, UNRRA

Date:

Week Ending
April 8, 1944

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
1	Holmes, Mary W.	Stenographer, Gr. 4, \$2,200	Feb. 23, 1944	Received answer to telegram 4/8/44-- Waiting for transportation.
2	Moreland, Sue McCall	Cancelled 4-3-44; position eliminated.		
3	Jacqueline, Dorothy	Senior Analyst, Grade 11, \$5,000 Far Eastern Division	2/28/44	To enter on duty 4/10/44
4	Larsen, Emanuel S.	Principal Analyst Far Eastern Division China Branch Gr. 12 (\$6,000)	2/29/44	Everything cleared but salary question.
5	Tewksbury, Donald G.	Consultant Far Eastern Division Grade 13 \$8,000	3/1/44	Cancelled because position was eliminated from budget.
6	Weiss, Frank	Chief of Eastern Branch - Central & Eastern European Division Grade 13, \$7,000	3/2/44	Hired to report for duty 4/6/44
7	Young, Astrid I.	Secretary II Grade 6, \$2,500 Far Eastern Division	3/11/44	To enter on duty 4/10/44
8	Coopersmith, Hilda	Stenographer Grade 4, \$2,200 Studies Coordination Section	3/15/44	To enter on duty 4/17/44

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Date: ~~Week ending~~
April 8, 1944

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
9	Gates, Marian	Secretary I Grade 5, \$2,400 Western & Northern European Division	3/17/44	To enter on duty 4/10/44
10	Chen, Kwang Yuen	Head Professional & Adminis- trative, Grade 13, \$7,000 Far Eastern Division	3/20/44	Being delayed due to qualifications for position.
11	Thomas, Opal E.	Senior Analyst	3/21/44	Pending approval by Mr. Harris regarding salary.
12	Morris, Geraldine	Asst. Prof. Grade 8, \$3,600 Field Offices Service Section	4/3/44	To enter on duty 4/10/44
13	Staruthal, Adolph F.	Chief of Northern Branch Western & Northern European Division Grade 13, \$7,000	2/29/44	Everything cleared but question of nationality.

STATEMENT OF INCOMING ACTION COMMUNICATIONS
FOR THE BUREAU OF AREAS FOR THE PERIOD MARCH 30-APRIL 5

Date		INCOMING COMMUNICATIONS				Sheet No.		
Commun. Date	Type	Post From	No.	Date Rec'd.	Subject and Reference	Action Assigned	Action Taken	Date of Action
3-24	LETTER	CASA-BLANCA	-	3-30-44	REQUESTS CHECK MADE ON CABLES TO CASA-BLANCA RE: CASABLANCA CAMPS.	FLEXNER	PENDING	
3-20	LETTER	CAIRO	-	3-30-44	REFERS LETTER TO CAIRO BY ANDERSON 3-2. LETTER AND INCLOSURES RE: LIVING COSTS FOR UNARA PERSONNEL INADEQUATE IN CAIRO	SIBLEY	PENDING	
3-23	CABLE	MADRID 1018		3-30-44	REFER CABLE TO ST. DEPT 3-17. EMBASSY ASKS FOR NAMES OF PERSONS FOR WHOM APPROVAL FOR ADMISSION TO LYALITY NOT GIVEN.	FLEXNER	ST. DEPT. ACTION	
3-25	CABLE	LONDON 113		3-31-44	BELIEVE ALFRED J. FARRER FOR CHIEF OR ASSISTANT CHIEF OF FIELD MISSION	ANDERSON	CABLE SEE 4-4 TO ENY LONDON	
3-31	CABLE	LONDON 123		4-3-44	REFER #72 TO LONDON ASKS CLARIFICATION #72 TO LONDON	ANDERSON	CABLE TO LONDON #97	4-5
4-1	CABLE	CAIRO 772		4-4-44	ROSEMAN ARRIVED 3-31	SIBLEY	NOTIFIED FAMILY	4-4

PREPARED BY COMMUNICATIONS SECTION.

STATEMENT OF INCOMING ACTION COMMUNICATIONS
FOR THE BUREAU OF AREAS FOR THE PERIOD MARCH 30-APRIL 5

Date		INCOMING COMMUNICATIONS				Sheet No.		
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PREPARED BY COMMUNICATIONS SECTION.

*Report of
Statement*

1

*Mr. Glen has been
delegated responsibility
for the Training Program
in the B. D. A.*

11

ORGANIZATION
FIELD

TRAINING PROGRAM FOR BUREAU OF AREAS PERSONNEL

AT THE REQUEST OF THE TRAINING BRANCH, THE BUREAU OF AREAS
HAS SUBMITTED PRELIMINARY DATA ON THE CONTENT AND TIME ALLOTMENTS
OF THE TRAINING PROGRAM FOR ^{OF A} FIELD PERSONNEL. INDICATIONS
WERE MADE AS TO THE GENERAL CONTENT OF PROGRAMS FOR THE THREE

GROUPS OF PERSONNEL FALLING UNDER THE DIRECT SUPERVISION OF THE
BUREAU OF AREAS: ADMINISTRATIVE, CAMP, AND DISTRIBUTION PERSONNEL.

LECTURES
~~XXXXXXXXXXXX~~ SUGGESTIONS WERE MADE AS TO THE ~~XXXXXXXXXX~~ OFFERED BY
~~OTHER BUREAUS AND DIVISIONS WHICH SHOULD BE MADE AVAILABLE TO~~

~~BUREAU OF AREAS PERSONNEL.~~ FURTHER CLARIFICATION AND DETAILED WORK
FOLLOWING

WILL BE DONE ~~XXXXXXXXXX~~ THE MEETING OF THE ~~XXXXXXXXXX~~ COMMITTEE ON TRAINING,
APRIL 8, ~~which~~ ^{where} THE OVER-ALL UNRRA TRAINING PROGRAM WILL
BE DISCUSSED.

11

OPERATIONS

CENTRAL AND EASTERN EUROPEAN DIVISION

THE GERMAN PROJECT - THE ANALYSIS OF THE OSS MATERIAL ON
GREATER GERMANY IS PROCEEDING, AND CONFERENCES HAVE BEEN HELD WITH
A NUMBER OF FEA STAFF MEMBERS ON GERMAN AND CENTRAL EUROPEAN
PROBLEMS. THE SUB-PROJECT ON FOREIGN LABOR IN GERMANY IS BEING
CARRIED OUT AS PLANNED, AND DISCUSSIONS HAVE BEEN HELD WITH MEMBERS
OF THE DISPLACED PERSONS DIVISION AS TO THE PROBLEMS INVOLVED.

WORK ON FINLAND - MATERIAL FROM THE FEA FILES ON FOOD AND
AGRICULTURE HAS BEEN EXAMINED AND EXTRACTS MADE FOR FUTURE USE
IN CONNECTION WITH FINLAND'S FOOD REQUIREMENTS.

SOUTHERN EUROPEAN DIVISION

WORK ON GREECE - REPRESENTATIVES OF THE DIVISION ATTENDED A CONFERENCE OF THE INTER-AGENCY COMMITTEE ON GREEK RELIEF, AND ONE ON CONDITIONS IN GREECE, HELD AT FEA, WHERE THE HEAD OF THE AMERICAN FARM SCHOOL OF SALONICA, ~~RECENTLY RETURNED ON THE GRIPSHOLM,~~ SPOKE TO THE GROUP. A REPORT ON THE LATTER WAS PREPARED FOR MR. MENSHIKOV.

OTHER REPORTS PREPARED FOR MR. MENSHIKOV INCLUDED
 GREEK CURRANT PRODUCTION
 GREEK SOAP MANUFACTURING INDUSTRY
 GERMAN-GREEK TRADE
 ARBITRATION OF GERMAN-GREEK TRADE DISPUTES
 MOVEMENT OF REFUGEES IN THE MIDDLE EAST UNDER MERRA AUSPICES
 INTERVIEW WITH MR. SBAROUNIS, THE ALTERNATE MEMBER OF
 THE COUNCIL FOR GREECE.

MATERIAL FOR THE TRAINING PROGRAM - A LIST OF MATERIAL FOR REFERENCE USE IN THE TRAINING PROGRAM WAS PREPARED BY THE DIVISION.

WORK ON YUGOSLAVIA - A PRELIMINARY STUDY ON THE COOPERATIVES IN YUGOSLAVIA WAS COMPLETED.

CONFERENCES WERE HELD WITH THE AGRICULTURAL DIVISION AND WITH FEA SPECIALISTS ON THE SUBJECT OF AGRICULTURAL CONDITIONS IN YUGOSLAVIA.

WORK ON THE SELECTION OF "CRITICAL REGIONS" AND THE ECONOMIC CONDITIONS IN EACH IS PROCEEDING.

WESTERN AND NORTHERN DIVISION

AREA OPERATING PROGRAM - STATEMENTS AS TO THE PROBABLE CHARACTER AND EXTENT OF UNRRA RESPONSIBILITIES IN FRANCE AND IN BELGIUM-LUXEMBOURG HAVE BEEN PREPARED.

REQUIREMENTS ESTIMATES - STATEMENTS ON THE REQUIREMENTS FOR THE FIRST SIX MONTHS AFTER LIBERATION IN FRANCE AND BELGIUM WERE OBTAINED

FROM THE RESPECTIVE MISSIONS. THIS PROBLEM WAS ^{also} DISCUSSED WITH
BELGIAN EMBASSY OFFICIALS WHO HAD PREVIOUSLY SUBMITTED SUCH A
STATEMENT.

POPULATION STUDY - THE FIRST DRAFT OF AN AREA PROGRAM POPULATION
SECTION ON BELGIUM-LUXEMBOURG HAS BEEN STARTED.

4

STUDIES COORDINATION SECTION

ORGANIZATION OF THE INTELLIGENCE FUNCTIONS - A NUMBER OF REPORTS HAVE BEEN REQUESTED FROM OSS AND FEA AND ARRANGEMENTS HAVE BEEN MADE FOR B OF A PEOPLE TO MEET VARIOUS STAFF MEMBERS OF THE TWO AGENCIES.

A SECRETARY HAS BEEN PROVIDED MR. WEISMAN OF FEA TO HELP HIM COMPLETE THE REPORT ON THE DISTRIBUTION OF RELIEF SUPPLIES IN YUGOSLAVIA.

MR. SAYRE'S OFFICE HAS BEEN REQUESTED TO SECURE COPIES OF THE BRITISH BASIC HANDBOOKS ON ALL AREAS IN WHICH UNRRA IS INTERESTED.

RESEARCH MATERIALS - MISS SHURCLIFF HAS PREPARED A LIST BY COUNTRIES OF THE REPORTS OF THE ~~XXXXXXXXXXXX~~ FORMER REOCCUPATION DIVISION OF THE BEW AND HAS CIRCULATED THEM IN THE B OF A ALONG WITH FEA'S "PRELIMINARY DRAFT OF MANUAL OF OPERATIONS FOR THE IMPORTATION AND DISTRIBUTION OF CIVILIAN SUPPLIES IN LIBERATED AREAS".

TRAINING PROGRAM - A REQUEST FROM THE TRAINING BRANCH TO PREPARE A LIST OF MATERIALS TO BE USED IN THE TRAINING OF FIELD PERSONNEL HAS BEEN PASSED ALONG TO THE AREA DIVISION CHIEFS WHO ARE NOW PREPARING DETAILED BIBLIOGRAPHIES.

CLASSIFICATION SYSTEM FOR AREA DIVISION FILES - COMMENTS ON THE PROPOSED FILE CLASSIFICATION SYSTEM HAVE BEEN RECEIVED FROM THE VARIOUS DIVISIONS AND HAVE BEEN EMBODIED IN THE FINAL DRAFT. THE ALPHABETICAL INDEX OF THE SYSTEM IS NOW IN PREPARATION AND UPON ITS COMPLETION, THE SYSTEM WILL BE INSTALLED BY ALL AREA DIVISIONS.

JOB DESCRIPTIONS - MRS. RYSHPAN HAS SECURED DRAFTS OF JOB DESCRIPTIONS PREPARED BY MR. HERWITZ AND EXPECTS TO COMPLETE DESCRIPTIONS FOR THE AREA DIVISIONS AND THE STUDIES COORDINATION

~~SECTION IN THE NEAR FUTURE.~~

REFUGEE CAMP SECTION DIVISION

CAMP MARSHAL LYAUTEY, CASABLANCA - MR. BECKELMAN'S MEMORANDUM OUTLINING SUPPLIES URGENTLY NEEDED HAS BEEN TURNED OVER TO MR.

HACKMAN WHO WILL ^{Request} ~~ORDER~~ THE SUPPLIES THROUGH TREASURY PROCUREMENT. BY THE WELFARE DIVISION

MERRA CAMPS - A CABLE HAS BEEN SENT TO CAMP EL SHATT^A STATING THAT UNTIL MERRA OPERATIONS HAVE BEEN FORMALLY TRANSFERRED TO UNRRA, IT WILL BE INAPPROPRIATE FOR UNRRA TO FURNISH MONEY FOR THE SUPPLIES REQUESTED OR FOR OTHER ACTIVITIES.

SUPPLY PROBLEMS - AT THE REQUEST OF MR. ISIKOFF OF THE BUREAU OF SUPPLY, A MEMORANDUM HAS BEEN DRAWN UP OUTLINING THE SPECIAL SUPPLY PROBLEMS ANTICIPATED IN OPERATING REFUGEE CAMPS. THESE PROBLEMS FALL INTO TWO PHASES: THE IMMEDIATE ONE OF OPERATING THOSE CAMPS ALREADY ESTABLISHED WHICH UNRRA PROPOSES TO TAKE OVER FROM FEA AND MERRA, AND THE ONE CONCERNED WITH CAMPS TO BE SET UP IN LIBERATED AREAS.

RECRUITING OF PERSONNEL - IN CONNECTION WITH THE RECRUITING OF PERSONNEL FOR THE FIELD, A CONVERSATION WITH DR. JOHN PROVENCE OF WRA ^{in his opinion} REVEALED THAT ^{WRA} IT WILL BE DIFFICULT TO COMPETE WITH ~~THE~~ ^{WRA} ~~AGENCY~~ IN THE RECRUITING OF CAMP PERSONNEL DUE TO THE DISCREPANCY IN SALARIES.

COMMUNICATIONS SECTION

COMMUNICATIONS PROCEDURE - A PROCEDURE WHICH DEFINES THE RELATIONS AND RESPONSIBILITIES OF BUREAU OF AREAS OPERATING PERSONNEL ON ALL INCOMING AND OUTGOING COMMUNICATIONS HAS BEEN COMPLETED AND DISCUSSION COPIES WILL BE CIRCULATED BY THE END OF THE WEEK.

~~CIRCULATION OF CABLES - CIRCULATION OF CABLES IS NOW LIMITED~~

6 ~~11~~
3/30 - 4/5

~~TO~~
~~IN EACH CASE, THE THE FOUR OR FIVE STAFF MEMBERS WHOSE WORK A~~
~~GIVEN CABLE AFFECTS DIRECTLY. QUESTIONS AS TO THIS CHANGE IN~~
~~PROCEDURE HAVE BEEN DISCUSSED WITH STAFF MEMBERS.~~

AN INVESTIGATION OF THE CAUSES OF DELAY IN RECEIVING CABLES
DELIVERED THROUGH THE STATE DEPARTMENT HAS BEEN UNDERTAKEN.

A SUMMARY OF INCOMING CABLES FOR ACTION IN THE BUREAU OF
AREAS IS ATTACHED.

III

ADMINISTRATION

FIELD SERVICES SECTION

MR. ARTHUR A. MAY ENTERED ON DUTY AS CHIEF OF THE FIELD
* SERVICES SECTION.

CERTIFICATE OF IDENTITY - FINAL APPROVAL HAS BEEN SECURED FOR
THE PRINTING AND BINDING OF CERTIFICATE OF IDENTITY FORMS TO BE USED
BY UNRRA PERSONNEL TRAVELLING ABROAD. THE FORMS WILL BE READY FOR
ISSUANCE MAY 1 AND WILL BE PRESENTED TO FIELD EMPLOYEES AT THE TIME
THEY RECEIVE THEIR PASSPORTS.

POSSIBLE

UNIFORMS - DRAWINGS OF UNIFORM INSIGNIA HAVE BEEN PREPARED BY
THE PUBLIC INFORMATION DIVISION AND WILL BE CIRCULATED IN THE
B OF A FOR COMMENT.

<u>ARRIVALS</u> -	CAIRO	ALVIN J. ROSEMAN	3/31/44
	CHUNKING	OWEN L. DAWSON	4/5/44
		A. EUGENE STALEY	4/5/44
<u>DEPARTURES</u> -	CAIRO	DR. ZUGER, USPHS	4/5/44
		DR. SAPPINGTON "	4/5/44
		MR. ALDRIDGE "	4/5/44

HEADQUARTERS SERVICES SECTION

A LIST OF PERSONNEL ACTIONS WITH IN THE B OF A IS ATTACHED.

21 March 1944

To: Mr. Xanthaky
Mr. Welk
Mr. Franklin

From: Mr. Anderson

Please refer to my memorandum of February 29 establishing a system of regular weekly Progress Reports. In order to develop a more uniform and effective system of preparing data for these reports, I should like to suggest that the following rough outline be used. This will be simply a guide for the presentation of the material, which need not be in outline form, and will in no way restrict the content of the Report.

I Work in Progress

For each item, briefly -

- a) description of project
- b) background, if necessary
- c) progress since the last report
and status of project at present

II Special Items

If your unit has chaired a meeting, supervised a project of special interest, etc., please submit a brief account of this.

Your promptness in submitting these reports, in an original and one copy, will greatly facilitate delivery of the summary report to the Office of the Deputy Director General.

von Thurn/rr

EvJ



21 March 1944

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ExJ

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To: Mr. Sibley
Miss Racich

From: Mr. Anderson

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III Technical data

Information on personnel actions, etc., as requested in the memorandum of February 29 on Progress Reports, should be submitted as a separate attachment in an original and four copies.

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EJ

21 March 1944

To: Miss Flexner
Mrs. Ryshpan
Miss Berger

From: Mr. Cohen

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von Thurn/rr

EJF

21 March 1944

To: Mrs. Emrich

From: Mr. Cohen

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If your unit has chaired a meeting, supervised a project of special interest, etc., please submit a brief account of this.

III Technical Data

Information on communications, as requested in the memorandum of March 2 on Progress Reports, should be submitted as a separate attachment in an original and four copies.

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von Thurn/rr
EdJ

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von Thurn/rr

21 March 1944

To: Miss Flexner
Mrs. Ryshpan
Miss Berger

From: Mr. Cohen

also
To Xanthakis
with
Franklin
from Anderson

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von Thurn/rr

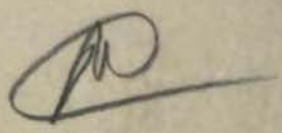
March 11, 1944

TO: MR. Franklin

FROM: Mr. Anderson

At the request of the Deputy Director General of the Bureau of Areas, a regular system of progress reports has been established in the Bureau of Areas. Pending the appointment of a Chief or Assistant Chief of the Central and Eastern European Branch, I requested Miss Sender to submit the regular weekly report for the Central European Branch. I wish now to request that Miss Sender's report be submitted through your office and that you furnish additional information on the Central and Eastern Division.

Kindly furnish these reports to my office by the close of business on Thursday of each week in an original and one copy. Your promptness in making them available at the requested time will be greatly appreciated.



MC/rr

March 11, 1944

TO: MR. Franklin

FROM: Mr. Anderson

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MC/rr

7 March, 1944

TO: M. Menshikov, Deputy Director General, Bureau of Areas
FROM: Dewey Anderson
SUBJECT: Progress Report on Personnel

In accordance with your request, I am enclosing herewith a progress report covering the following personnel actions:

1. Personnel who reported for duty in the Bureau of Areas as of March 7, 1944.
2. Personnel approved for employment in the Bureau of Areas, as of March 7, 1944, and whose papers were sent to the Personnel Division for final action.
3. Personnel papers awaiting the clearance of the Deputy Director General.
4. Personnel under consideration for available positions.
5. Personnel interviewed by officials within the Bureau of Areas.

Hereafter, progress reports covering the above will be sent to you on Saturday of each week.

Radich/s

PERSONNEL WHO REPORTED FOR DUTY IN THE BUREAU OF AREAS AS OF MARCH 7, 1944:

<u>NAME</u>	<u>CLASSIFICATION, SALARY & POSITION</u>	<u>DATE REPORTED FOR DUTY</u>	
(7) 1. Franklin, Harry L.	Head Professional and Administrative. Grade 13 \$7,000.00	March 6, 1944	(New appointment)
2. Flemer, Carolin	Assistant Chief Camp Section	2-21-44	(Transfer from Welfare Div.)
3. Franc, Helen	Administrative Assistant Camp Section	2-21-44	(Transfer from Welfare Div.)
4. Young, Dora	Secretary to Assistant Chief, Camp Section	2-21-44	(Transfer from Welfare Div.)
5. Ryshpan, Cicely	Chief, Studies Coordination Section, Area Operations Coordination	2-28-44	(Transfer from Secretariat)
6. Shureliff, Alice	Senior Analyst, Studies Coordination Section, Area Operations Coordination Grade 11 \$4,500.00	3-6-44	(Transfer from Secretariat)
7. Caldwell, Elsie	Administrative Assistant Office of Deputy Director General		(Transfer from Personnel)

PERSONNEL APPROVED FOR EMPLOYMENT IN BUREAU OF AREAS, AS OF MARCH 7, 1944, AND WHOSE
PAPERS WERE SENT TO PERSONNEL DIVISION FOR FINAL ACTION:

<u>NAME</u>	<u>POSITION, GRADE & SALARY</u>	<u>DATE REFERRED TO PERSONNEL DIV.</u>
1. Moreland, Sue	Statistical Clerk, Far Eastern Division Grade 5 \$2,500.00	2-23-44
2. McKinnon, Mary	Stenographer Grade 4 \$2,200.00	2-23-44
3. Coleman, Lenore	Secretary I \$2,400.00	2-23-44
4. Jacquelin, Dorothy	Senior Analyst Far Eastern Division (Branch other than China) Grade 11 \$5,000.00	2-23-44
5. Larson, Emanuel	Principal Analyst Far Eastern Division China Branch Grade 12 \$6,000.00	2-29-44
6. Sturathal, Adolph	Chief of Northern Branch, Western & Northern European Div. Grade 13 \$7,000.00	2-29-44
7. Tewksbury, Donald	Consultant Far Eastern Division Grade 13 \$8,000.00	3-1-44
8. Weisl, Frank	Chief of Central Branch Central & Eastern European Div. Grade 13 \$7,000.00	3-2-44

(Continued)

PERSONNEL APPROVED FOR EMPLOYMENT IN BUREAU OF AREAS, AS OF MARCH 7, 1944, AND WHOSE
PAPERS WERE SENT TO PERSONNEL DIVISION FOR FINAL ACTION:

<u>NAME</u>	<u>POSITION, GRADE & SALARY</u>	<u>DATE REFERRED TO PERSONNEL DIV.</u>
9. Tereshtenko, Valery	Principal Analyst Eastern Branch Central & Eastern European Div. Grade 12 \$6,000.00	3-3-44
10. Stephens, W. B.	Chief, Headquarters and Field Services Branch Grade 13 \$7,000.00 7200.-	3-2-44

PERSONNEL PAPERS AWAITING THE CLEARANCE OF THE DEPUTY DIRECTOR GENERAL: (As of 3-7-44)

<u>NAME</u>	<u>POSITION, GRADE & SALARY</u>	<u>DATE REFERRED TO DEPUTY DIRECTOR GENERAL</u>
1. Haisdell, William	Head Professional & Administrative Southern European Division Grade 13 \$7,000.00	3-6-44
2. Eckhaus, Benjamin	Sr. Professional & Administrative Area Operations Coordination Branch, Field Operations Section Grade 11 \$5,000.00	3-7-44

PERSONNEL UNDER CONSIDERATION FOR AVAILABLE POSITIONS:

<u>NAME</u>	<u>POSITION, GRADE & SALARY</u>	<u>REMARKS</u>
1. Franck, Louis	Principal Analyst Western & Northern European Div. Western Branch Grade 12 \$6,000.00 (Planned to appoint at \$7,000.00)	Awaiting clearance of Free French Govt. as to accept- ability.
2. Habiokt, Hermann	Principal Analyst Central & Eastern European Div. Eastern Branch Grade 12 \$6,000.00	Being considered for this position together with Mr. Rothov, whose application papers are being held by Deputy Director General.
3. Nomides, Liout.	Chief of Greek Branch Southern European Division Grade 13 \$7,000.00	Application referred to Personnel Liaison Officer in Bureau of Areas for clearance on qualifications.
4. Tomasevich, Jozo	Principal Analyst Southern European Division Yugoslavia Branch Grade 12 \$6,000.00	Application being held in Director General's office.

PERSONNEL INTERVIEWED BY OFFICIALS WITHIN BUREAU OF AREAS (As of March 7, 1944)

<u>NAME</u>	<u>TYPE OF POSITION FOR WHICH INTERVIEWED</u>	<u>INTERVIEWED BY:</u>
1. Cerri, Nicola, Jr.	Administrative work in field (Italy)	Myer Cohen
2. Elchibegoff, Mr.	Research work, Bureau of Areas	" "
3. Dunaev, N. A.	" " " " "	" "
4. Lewin, Miriam	Dietician	" "
5. Douzay, J. W.	Supply - Far East	" "
6. Goldenweiser, Mrs. E.	Distribution Section	" "
7. Denson, David	Requirements - Bureau of Areas	" "
8. Friedman, Julian	St. Statistical Clerk	" "
9. Israel, Jeffin	Research, Baltic Branch	" "
10. Wellman, Homer	Lumber & construction expert	" "
11. Riner, Major C. C.	Administrative work - Far East	" "
12. Burgin, Myron	Studies Coordination - Eastern Europe	" "
13. Robinson, Miss	Administrative Assistant	" "

6 March 1944

To: Miss Sender
From: Mr. Anderson

I have been requested by the Deputy Director General of the Bureau of Areas to establish a regular system of weekly Progress Reports within the Bureau of Areas. Please consider this a request to furnish to my office by the close of business on Thursday of each week a Progress Report covering work of your unit. When a Chief for the Central Branch is appointed, these Reports will come through him, but until such time, I would appreciate it if you would assume this responsibility. This Report should be submitted in an original and one copy, and your promptness in making it available at the requested time will be greatly appreciated.

Cohen/rr

March 4, 1944

TO: Dewey Anderson

FROM: Myer Cohen

SUBJECT: First Progress Report of the Bureau of Areas

Attached is the over-all progress report of the Bureau of Areas, covering the period January 1 - March 1, 1944. The report has been compiled from summaries made by the individual Branches and Sections and from other sources suggested in your notes on the subject. These individual summaries accompany the report as a more detailed indication of the work being done.

In the future, the report will be compiled weekly, and will comprise the individual reports with comments thereon.

2 March 1944

To: Mr. Anderson

From: Mr. Cohen

If you approve and sign the attached memoranda, the reporting system which we have been talking about will go into effect immediately.

Cohen/rr

29 February 1944

To: Mr. Sibley
Miss Racich

From: Mr. Anderson

I have been requested by the Deputy Director General of the Bureau of Areas to establish a regular system of weekly Progress Reports within the Bureau of Areas. Will you please submit to my office by the close of business on Thursday of each week a Report covering activities in your unit.

Please include in your Report the following specific information on Personnel:

1. personnel who reported for duty in the Bureau of Areas during the week;
2. personnel who were interviewed by officials within the Bureau of Areas during the week;
3. persons who were approved for employment in the Bureau of Areas during the week and whose papers were sent to Personnel for final action;
4. the action taken during the week on papers sent to Personnel;
5. personnel papers awaiting the clearance of the Deputy Director General.

Cohen/rr

29 February 1944

To: Mr. Welk
Mr. Xanthaky

From: Mr. Anderson

I have been requested by the Deputy Director General of the Bureau of Areas to establish a regular system of weekly Progress Reports within the Bureau of Areas. Please consider this a request to furnish to my office by the close of business on Thursday of each week a Progress Report covering work of your unit, and any subsidiary units under your supervision. This Report should be submitted in an original and one copy, and your promptness in making it available at the requested time will be greatly appreciated.

Cohen/rr

MEMORANDUM

March 2, 1944

To: Mr. Dewey Anderson
From: William G. Welk
Subject: Progress Report No. 1

I am listing below some of the main activities in which I have been recently engaged.

1. Devoted considerable time to analysis of personnel folders available in UNRRA, to obtaining names of likely candidates from outside sources, and to personal interviews with applicants with a view to filling the two posts vacant in the Branch.
2. Prepared several memoranda, i.e., on the nature of area programs for relief and rehabilitation, on a program of work for the Western European Branch, on my interview with Mr. Jean Monnet of the French Delegation, etc.
3. Established contact with the French Delegation and the Belgian Embassy and had a lengthy conversation with Messieurs Monnet and Alphonse of the former.
4. Made several preliminary informal contacts with United States Government agencies (notably FEA) with a view to ascertaining the material on France, Belgium, and Luxembourg which they have.
5. Surveyed and classified material on France, Belgium, and Luxembourg available in UNRRA.
6. Worked on preliminary informational memoranda on France, Belgium, and Luxembourg.
7. Attended a number of intra-agency meetings on such subjects as: organization of Western European Branch, organization of a field reporting system, liaison with other agencies, field operations in North Africa, etc.
8. Attended to a number of administrative details such as: preparing job descriptions for positions in the Branch, etc.

2 March 1944

To: Mr. Wolff

From: Mr. Cohen

In connection with a report I must submit to Mr. Anderson every week covering activities of the Area Operations Coordination Branch, will you please provide me with a weekly Progress Report covering activities in the Field Operations Section? It would be helpful if you could let me have this report by noon of Thursday each week.

In addition to general coverage of activities of the Section, please include the following specific information on communications:

1. a list of all communications received for reply by the Bureau of Areas during the week;
2. list of all replies by the Bureau of Areas to communications received during the week;
3. a list of communications received by the Bureau of Areas during the week which had not as yet been replied to and an explanation for the failure to reply.

In order to provide this information on communications, I assume that you will set up the necessary system including the time-clock procedure which we discussed.

Please let me know within a few days what progress is being made toward getting cables and other communications from Field Offices sent directly to your office from the mail desk. We must follow up constantly until the proposed system is established.

Cohen/rr

2 March 1944

To: Mrs. Ryshpan

From: Mr. Cohen

In order to assist me in preparing a weekly report to Mr. Anderson on work being done in the Area Operations Coordination Branch, will you be good enough to provide me by Thursday noon of each week with a report of activities (either mental or otherwise) in the Studies Coordination Section.

Cohen/rr

2 March 1944

To: Miss Berger

From: Mr. Cohen

In order to assist me in preparing a weekly report to Mr. Anderson on work being done in the Area Operations Coordination Branch, will you be good enough to provide me by Thursday noon of each week with a report of activities (either mental or otherwise) in the Distribution Section.

Cohen/rr

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

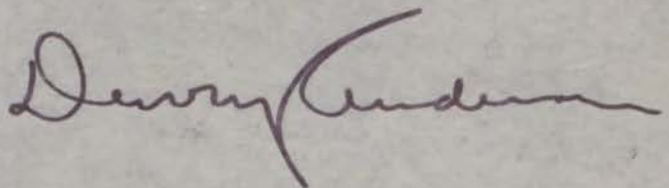
29 February 1944

To: Mr. Cohen
From: Mr. Anderson

I have been requested by the Deputy Director General of the Bureau of Areas to establish a regular system of weekly Progress Reports within the Bureau of Areas. Will you please submit to my office by the close of business on Thursday of each week a Report covering activities in your unit.

Please include in your Report the following specific information on Communications:

1. a list of all communications received for reply by the Bureau of Areas during the week;
2. list of all replies by the Bureau of Areas to communications received during the week;
3. a list of communications received by the Bureau of Areas during the week which had not as yet been replied to and an explanation for the failure to reply.

A handwritten signature in dark ink, appearing to read "Dewey Anderson", is written in a cursive style.

February 28, 1944

TO: Jay Crane
FROM: F. R. Wolff
SUBJECT: Report of Field Operations Section

In the past six weeks Field Operations Section has prepared draft procedures covering the functions of the section relative to communications, reports, exchange of information between Headquarters and the Field. It has consulted with concerned officials relative to these procedures and has prepared revised drafts on them. It has prepared weekly newsletters to missions in the Field giving them in an informal manner information on developments in Headquarters in particular and Washington in general. It has assumed active operating responsibility for all matters pertaining to Casablanca Refugee Camp, has attended meetings in the Administration and in the FEA on this matter and has developed a liaison with the FEA for the handling of matters pertaining to the Camp. It has interviewed several candidates for positions in the section and actually recruited one individual from inside the Administration.

FRWolff/mvd
25 feb 44

29 February 1944

To: Mr. Anderson
From: Mr. Menshikov

I should like to request that you take the necessary steps to establish a regular system of weekly Progress Reports within the Bureau of Areas. Will you please instruct all Division Chiefs and Branch Chiefs within the Bureau of Areas to submit to your office, not later than the close of business each Thursday, a weekly Progress Report. These Reports should then be consolidated by your office and submitted to me by Saturday afternoon.

In addition to this consolidated report, may I have from your office the following specific information:

1. Communications

- a. a list of all communications received for reply by the Bureau of Areas during the week;
- b. list of all replies by the Bureau of Areas to communications received during the week;
- c. a list of communications received by the Bureau of Areas during the week which had not as yet been replied to and an explanation for the failure to reply;
- d. a list of replies to communications received by other Bureaus or Divisions which the Bureau of Areas has been requested to initial.

2. Personnel Actions

- a. personnel who reported for duty in the Bureau of Areas during the week;
- b. personnel who were interviewed by officials within the Bureau of Areas during the week;
- c. persons who were approved for employment in the Bureau of Areas during the week and whose papers were sent to Personnel for final action;

Mr. Anderson

Page 2

- d. the action taken during the week on papers sent to Personnel;
- e. personnel papers awaiting the clearance of the Deputy Director General.

Cohen/rr

DRAFT

2/28/44

To: Mr. Menshikov

From: Mr. Anderson

I should like to request that you take the necessary steps to establish ~~ment~~ a regular system of weekly Progress Reports within the Bureau of Areas. Will you please instruct all Division Chiefs and Branch Chiefs within the Bureau of Areas to submit to your office, not later than the close of business each *Thursday* ~~Saturday~~, a weekly Progress Report. These Reports should then be consolidated by the ~~appropriate official~~ *this consolidated report* within your office and submitted to me ~~on Tuesday of~~ *by Saturday* ~~the following week.~~ *afternoon.*

In addition to a ~~statement from each Division and Branch Chief covering work completed, initiated and planned,~~ may I have from your office the following specific ~~reports.~~ *information:*

1. Communications

- a.
- b.
- c.
- d.

2/ Personnel Actions

- a.
- b.
- c.
- d.
- e.

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

February 26, 1944

TO: Mr. Anderson
FROM: Mr. Menshikov
SUBJECT: Weekly Report on Communications Action

Will you please have the appropriate officer in the Office of Area Coordination prepare for me a weekly report to be on my desk Monday of each week and to include the following:

- A 1. a list of all communications received for reply by the Bureau of Areas during the week;
- B 2. list of all replies by the Bureau of Areas to communications received during the week;
- C 3. a list of communications received by the Bureau of Areas during the week which had not as yet been replied to and an explanation for the failure to reply;
- D 4. a list of replies to communications received by other Bureaus or Divisions which the Bureau of Areas has been requested to initial.

The report might also contain any additional remarks which are believed necessary.

February 26, 1944

TO: Mr. Anderson

FROM: Mr. Menshikov

SUBJECT: Weekly Report on Communications Action

Will you please have the appropriate officer in the Office of Area Coordination prepare for me a weekly report to be on my desk Monday of each week and to include the following:

1. a list of all communications received for reply by the Bureau of Areas during the week;
2. list of all replies by the Bureau of Areas to communications received during the week;
3. a list of communications received by the Bureau of Areas during the week which had not as yet been replied to and an explanation for the failure to reply;
4. a list of replies to communications received by other Bureaus or Divisions which the Bureau of Areas has been requested to initial.

The report might also contain any additional remarks which are believed necessary.

leonard/jm
26 feb 44

RAH

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

February 25, 1944

TO: Mr. Anderson

FROM: Mr. Menshikov

SUBJECT: Weekly Report on Personnel Actions

Will you please have the appropriate officer in the Office of Area Coordination prepare for me a weekly report to be on my desk Monday of each week and to include the following:

- A 1. personnel who reported for duty in the Bureau of Areas during the week;
- B 2. personnel who were interviewed by officials within the Bureau of Areas during the week;
- C 3. persons who were approved for employment in the Bureau of Areas during the week and whose papers were sent to Personnel for final action;
- D 4. the action taken during the week on papers sent to Personnel;
- E 5. personnel papers awaiting the clearance of the Deputy Director General.

The report might also contain any additional remarks which are believed necessary.

February 25, 1944

TO: Mr. Anderson

FROM: Mr. Menshikov

SUBJECT: Weekly Report on Personnel Actions

Will you please have the appropriate officer in the Office of Area Coordination prepare for me a weekly report to be on my desk Monday of each week and to include the following:

1. personnel who reported for duty in the Bureau of Areas during the week;
2. personnel who were interviewed by officials within the Bureau of Areas during the week;
3. persons who were approved for employment in the Bureau of Areas during the week and whose papers were sent to Personnel for final action;
4. the action taken during the week on papers sent to Personnel;
5. personnel papers awaiting the clearance of the Deputy Director General.

The report might also contain any additional remarks which are believed necessary.

leonard/jm
25 feb 44

AKA

MEMORANDUM

February 28, 1944

To: Mr. Dewey Anderson
From: William G. Welk
Subject: Progress Report

I am listing briefly below some of the main activities in which I have been recently engaged.

1. Devoted considerable time to analysis of personnel folders available in UNRRA, to obtaining names of likely candidates from outside sources, and to personal interviews with applicants with a view to filling the two posts vacant in the Branch.
2. Prepared several memoranda, i.e., on the nature of area programs for relief and rehabilitation, on a program of work for the Western European Branch, on my interview with Mr. Jean Monnet of the French Delegation, etc.
3. Established contact with the French Delegation and the Belgian Embassy and had a lengthy conversation with Messieurs Monnet and Alphand of the former.
4. Made several preliminary informal contacts with the United States Government agencies (notably FEA) with a view to ascertaining the material on France, Belgium, and Luxembourg which they have.
5. Surveyed and classified material on France, Belgium and Luxembourg available in UNRRA.
6. Worked on preliminary informational memoranda on France, Belgium and Luxembourg.
7. Attended a number of intra-agency meetings on such subjects as: organization of Western European Branch, organization of a field reporting system, liaison with other agencies, field operations in North Africa, etc.
8. Attended to a number of administrative details such as: preparing job descriptions for positions in the Branch, etc.

PROGRESS REPORT

January - February

GREEK BRANCH

Since the first of January 1944, the following projects related to Greek relief and rehabilitation have been completed in the Greek Branch:

1. Report on Greek Soils and Fertilizer Requirements.
2. Table comparing MESC - ATB, UNRRA and OFRRO agricultural requirements.
3. Report on the Swedish, Swiss and Greek personnel of the Joint Administration Relief Commission in Greece.
4. Recommendations for continuing the Joint Administration Commission under United Nations Relief and Rehabilitation Administration.
5. Critical Analysis of the proposed outline on civilian supply, rationing, price control, distribution and related problems.
6. Report on Greek communications.
7. Report on relief distribution points of the Joint Administration Commission, together with introduction on the Commission's work.
8. Chart showing organization of the Joint Administration Commission, together with explanatory report.
9. Chart showing distribution of medicines under the Joint Administration Commission, together with explanatory report.
10. Chart showing distribution of wheat under Joint Administration Commission, together with explanatory report.
11. Summary chart showing distribution of relief commodities in Greece.
12. Motor transport in Greece under the Joint Administration Commission.
13. Manual on transportation, communications, population, distribution and physical aspects of Greece.

14. Enlarged map of Greece dividing Greece into six distribution districts for proposed UNRRA operations, showing district headquarters, main supply ports, together with report which explains map and elaborates on the proposed distribution plan. This map also shows the present distribution points under the Joint Administration Commission.
15. List of main Greek industries - production, number of employees.
16. Memo on United States agencies and personnel concerned with Balkan operations.
17. Report on Distribution Districts to accompany map.
18. Preliminary report on Relief Distribution Administration in Greece.
19. List of Americans who formerly resided in Greece.

Following is a list of projects now in process of preparation:

1. Overall Report on Greek industrial rehabilitation program including textile, food processing, building materials, fuel, etc., requirements.
2. Distribution Report - Economic aspects, rationing, price control, etc.
3. Preliminary memorandum outlining the scope of this ^{#2} report is now being typed.
4. In addition to the above mentioned projects the Greek Branch is working with the Inter-Agency Committee on Greek relief and has been in daily contact with F.E.A. on procurement and transport of commodities to the Joint Relief Commission in Greece.
5. Other projects have included the preparation of memoranda on the organization and scope of MERRA, the Operations of the ATB, the organization of the Greek War Relief Association, the Near East Foundation, the British Government in Cairo, the Greek Government-in-Exile and other such information memoranda related to Greek relief and rehabilitation operations.

MEMORANDUM

February 28, 1944

TO: George Xanthaky

FROM: George Perazich *GP*

SUBJECT: Progress of Work on Yugoslavia

(1) Agricultural Rehabilitation:

Much work has been done on the analyses of the Cairo Report on Agricultural Requirements for Yugoslavia, and other FEA and OFRRO reports dealing with the same subject.

Several conferences have been held with the Agricultural Division of UNRRA, as well as with experts in Foreign Agricultural Administration. Additional conferences are scheduled for this week with one or two experts on Balkan agriculture.

It appears that the MESC (Cairo) Report will be recommended, with minor modifications, as representing the most realistic estimates for the rehabilitation of Yugoslav agriculture.

A draft containing the analysis of various requirements has been prepared, and also a tentative plan for establishing actual requirements when a reconnaissance mission is sent into Yugoslavia.

(2) Distribution:

Mr. Rosenberg has completed a draft report containing information on commercial, cooperative, and governmental agencies that may be used in the distribution of relief. He has also prepared a set of recommendations for the Yugoslav mission personnel to consider in determining the methods of distribution.

Miss M. Berger has informed me that she has nearly completed a report on price control and rationing systems now operating in Yugoslavia, and has made several recommendations which may be of value to the Yugoslav mission personnel. I have not, as yet, had an opportunity to go over this material, but shall do so soon.

(3) Transportation and Storage:

Mr. I. Weismann, of FEA, has just completed a survey of port, rail, transport and storage facilities. I have examined this report and it is my opinion that it covers most of the points that would be of interest to the Yugoslav mission. Arrangements have been made to secure immediately the working maps and other material, which will be critically reviewed at the first opportunity and amplified where necessary.

February 26, 1944

ALBANIA

FOOD REQUIREMENTS

A draft statement on food requirements has been prepared and computations of needed food imports for 18 months have been obtained.

CLOTHING

A draft statement on clothing, including specifications for needed clothing imports for the usual 18 months' period, has been prepared. It is expected that the computations based on these specifications will be ready shortly.

MEDICAL SUPPLIES

The Health Division has furnished computations for medical supplies needed for the usual 18 months period.

SOAP

A draft statement on soap, including both specifications and computations, has been prepared covering the usual 18 months period.

GENERAL

A tentative outline of a complete plan for Albania, based in part on the outline in Mr. Welk's memo, has been prepared for discussion purposes.

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

25 February 1944

Myer Cohen - Work Assignments

1. Preparation of detailed budget listing personnel, positions, grades, salaries and job descriptions for entire Bureau of Areas.
2. Supervision of preparation of revision of original budget for Bureau of Areas.
3. Analysis of problem of setting up Training Program and submission to Chief of Area Coordination of a series of recommendations in the form of a memorandum.
4. Study and analysis was made of the type of Field Reports which should be prepared by the Field Missions to headquarters. A meeting was called to discuss this problem with the Chiefs of Area Divisions and get from them suggestions as to the type of Reports needed to give headquarters a complete picture of that particular Mission. The meeting was followed up by a memorandum to the Chiefs of Area Divisions asking them to submit in writing their suggestions. A similar memorandum is being sent to the Directors of Technical and Functional Divisions.
5. Preparation of ~~final form~~ of memorandum on Communications within the Bureau of Areas in consultation with other personnel.
6. Preparation of memorandum to Chief of Office of Area Coordination on establishment of a Camp Branch including specific recommendations on personnel at headquarters and in the field.
7. Preparation of bulletin on the handling of outgoing communications within the Bureau of Areas.
8. Analyzing personnel folders of applicants for positions in the Bureau.

9. Interviewing of applicants for positions.
10. Discussion of responsibilities with personnel under immediate supervision in the Coordination Branch and clarification of administrative lines within the Branch.

Cohen/rr

February 26, 1944

Progress Report - Field Services Branch

Personnel

35 men and women who are members of the Washington field staff have been interviewed by Mr. Menshikov, Mr. Anderson, and Mr. Roseman. Of this group 7 have been assigned to the Casablanca camp, three to the London Office, and one to the Cairo Office. The other members of the staff have been assigned to the Southern European Division, the Bureau of Supply, the Health Division, the Welfare Division, the Personnel Division, and the Administrative Division for temporary assignments until field assignments can be made.

For the period January 17 to January 29, 1944, nine men were assigned to the Department of Public Welfare in New York City for a field course and study of municipal welfare agencies. They also attended sessions with the Social Welfare Department of the State of New York and with the New York School of Social Work. A full report of this trip is on file in the Bureau of Areas.

As part of the responsibility of the Bureau of Areas for the arrangements between UNRRA and the Chinese Government for an advanced group of fifty Chinese technicians, who will come to the United States for a training period of from six months to one year, tentative arrangements have been made for their transportation from India to the United States. Discussions have also been carried on with the Division of Training regarding the program which will be organized for the technicians and the control which UNRRA will exercise over their actions.

Field personnel have submitted to the Office of Area Coordination statements covering their training and assignments since their entrance on duty with OFRRO and UNRRA. Copies of these statements will be forwarded to the Division of Personnel to be added to the personnel folders of the field staff. The original of these statements is on file in the Office of Area Coordination.

In conjunction with the Division of Personnel and the Office of the Treasurer, arrangements have been made for financial adjustment for those field personnel who have dependents and are maintaining two establishments, pending their reclassification. A tentative operating plan has been made covering the payment of salaries, living and quarters allowance, bond deductions, travel, and per diem for those employees living on assignments for field stations abroad.

Procedures

The following procedures have been put in tentative form:

1. A travel document (^{certificate} contingent of identity), prepared by the Administrative Division and the Office of the General Counsel, has been reviewed and suggestions made for revision. Assistance has been given the Administrative Division in the procurement, printing, and binding of such a document, including the designing and manufacture of a great seal for UNRRA.

2. A tentative plan covering life insurance for UNRRA field staff has been agreed upon in conjunction with the Personnel Division and the Office of the Treasurer. Conferences have been held with insurance agents to canvas the possibilities of a group life insurance plan for UNRRA field personnel.

3. In order to adapt leave regulations to the field missions, leave instructions, directed to chiefs of missions, for employees appointed in Washington, have been prepared for review by other divisions.

4. In order to adapt travel regulations to the field missions, travel instructions, directed to chiefs of missions, for employees appointed in Washington, have been prepared for review by other divisions.

5. Discussions prior to the preparation of a procedure for medical care for mission personnel have been held with the Health Division.

6. A list of clothing and equipment for field personnel has been prepared in tentative form subject to review.

7. A basic list of office equipment and supplies for mission headquarters has been prepared as the basis for discussion with the Administrative Division and as the basis for budgetary allowance.

8. A procedure for the use of an application for field service by UNRRA personnel in the Washington office has been prepared and is in the primary phases of discussion with the Division of Personnel.

9. Memoranda designed to open the question of the use of uniforms for UNRRA field personnel have been prepared and directed to the Chief of the Office of Area Coordination.

10. A basic list of medical supplies to be contained in a field medical kit has been put in tentative form after discussions with the Health Division and with the Office of the Surgeon General of the United States Army.

Cables

Cables have been prepared on the following subjects:

1. Transfer of personnel from Algiers to Casablanca.
2. Departure of personnel to Casablanca, Cairo, and London.
3. Arrival of personnel from Algiers.
4. Payments for UNRRA to mission personnel in Cairo, Algiers, and Casablanca.

Field Budget

Primary figures have been gathered preparatory to the preparation of field mission budgets on the following subjects: personnel, living and quarters allowance, travel, per diem, communications, rent, office equipment, office supplies, transportation equipment, transportation operation, and a representation fund.

Equipment

The following equipment has been requisitioned: 350 typewriters with keyboards which include French, German, and Italian characters.

Travel

Travel arrangements have been worked out in conjunction with the Administrative Division for personnel departing for London, Casablanca, Cairo, and Chungking, covering approximately eighteen persons.

Sibley/jip
26 feb 44

To: Elizabeth van Thurn
Rm. 516-B

Central Branch

February 26, 1944

MEMORANDUM

TO: Mr. Menshikov

FROM: Mr. George Stewart

SUBJECT: Report of Progress

1. This Branch has majored in making contacts with various Federal offices and Bureaus which have important material which will meet our needs and save months of work.
2. We have done this informally and without asking for the material. We have located it, made contacts with those who can let us have it, and now await clearance.
3. Our biggest bottleneck is at the point of clearance. If the Committee to arrange this can be appointed soon, we can make rapid progress. Everything is held up by lack of clearance.
4. Meanwhile, in addition to making contacts, discovering and locating material in the needed categories, we have made headway in securing much relevant data from the Library of Congress.
5. Miss Toni Sender is proving a valuable research expert.
6. We definitely suffer from a lack of stenographic help. We are allowed a Principal Analyst, a Senior research expert, the Chief of Branch and one stenographer. The two research people and the Chief of Branch each need a stenographer. We are now behind in our copying of material and the organization of reports.

We would do better with one research worker and three stenographers, with proper clearance to approach Federal Offices and Bureaus, than with two research workers and only one stenographer. I hope something can be done to secure more stenographic help.

7. I have prepared and delivered to you a rather long memo regarding possible organization of the Branch and its Field Mission which may be of some value as time passes.

SUPPLY AS IT AFFECTS CENTRAL EUROPEAN BRANCH

- (1) There are two committees in London doing work on requirements for relief and rehabilitation: the Leith Ross Committee (Allies) and the Young-Sinclair Committee (Enemy and Allies). Both of these committees have made studies covering the 1st and 2nd Civilian six months, and the Young-Sinclair Committee has also made a study covering the Military six months. These studies are here.
- (2) The Combined Board have reviewed the requests for supplies.
- (3) Our task here is to check the sources of supply.
- (4) Central European Branch will keep constantly informed on what has been done and is being done in various offices in Washington and elsewhere.
- (5) The studies of the Central European Branch bear in mind the special problems of the respective countries which differ from the general pattern; knowledge of crops, crop seasons, main factories and production available — possibilities for surplus.
- (6) The Supply Division does not make studies for countries, but for the overall picture. The Regional Committee in London is responsible for figures.
- (7) The Washington office is responsible for stocks of supply.
- (8) The Branch will bear in mind the three factors regarding Supply studies:
 1. For what are the supplies requested?
 2. For when are the supplies requested?
 3. In what orders are they most needed — the whole question of priorities both as to kind of material requested, and as to the region which is to receive supplies first, within the Branch?
- (9) The Branch will make a realistic study and analysis of each country's needs, productive capacity and facilities, and check constantly the result with the Supply Division, in order to prevent duplication of study.
- (10) The needs might well be covered as much as possible in form of raw material —after having checked the facilities of the country as to plants, labor, transportation, et cetera. At this point, naturally, we follow the lead of the Supply Division and prepare our program in terms of what the Supply Division can deliver.

25 February 1944

Myer Cohen - Work Assignments

1. Preparation of detailed budget listing personnel, positions, grades, salaries and job descriptions for entire Bureau of Areas.
2. Supervision of preparation of revision of original budget for Bureau of Areas.
3. Analysis of problem of setting up Training Program and submission to Chief of Area Coordination of a series of recommendations in the form of a memorandum.
4. Study and analysis was made of the type of Field Reports which should be prepared by the Field Missions to headquarters. A meeting was called to discuss this problem with the Chiefs of Area Divisions and get from them suggestions as to the type of Reports needed to give headquarters a complete picture of that particular Mission. The meeting was followed up by a memorandum to the Chiefs of Area Divisions asking them to submit in writing their suggestions. A similar memorandum is being sent to the Directors of Technical and Functional Divisions.
5. Preparation of final form of memorandum on communications within the Bureau of Areas in consultation with other personnel.
6. Preparation of memorandum to Chief of Office of Area Coordination on establishment of a Camp Branch including specific recommendations on personnel at headquarters and in the field.
7. Preparation of bulletin on the handling of outgoing communications within the Bureau of Areas.
8. Analyzing personnel folders of applicants for positions in the Bureau.

9. Interviewing of applicants for positions.
10. Discussion of responsibilities with personnel under immediate supervision in the Coordination Branch and clarification of administrative lines within the Branch.

Cohen/rr

✓
20 January 1945

ways of Lyons

To: Benj. Eckhaus
From: Joel Gordon
Subject: Rationale for Statement on Function of Bureau of Areas
under Proposed Delegation to Regional Offices of
Responsibility for Immediate Supervision of Country Missions.

I am setting forth in this memorandum my analysis of the functions to be performed by the Bureau of Areas at Headquarters if and when responsibility for immediate supervision of country missions in Europe is delegated to the London regional office and for country missions in the Far East to the Far Eastern regional office. This memorandum states the rationale for the statement of functions submitted to you in a separate memorandum.

The job to be done by the Bureau of Areas at Headquarters under such an arrangement cannot be considered independently of the functions to be performed at Headquarters by the technical divisions and the Bureau of Supply and of Finance and Administration.

The Bureau of Areas is the only organizational unit at headquarters which deals with all UNRRA operations for a specific area and is therefore the only group capable of providing coordinated consideration of UNRRA country problems at the headquarters level. Apart from the functional problems of distribution and transport and of camp operations, the Bureau of Areas handles no problems which are not related to some functional field -- such as, health, welfare, displaced persons, supply, budgeting, etc. However, it deals with these problems in a quite different way than the functional bureaus:

- (1) It integrates the handling of varied functional problems so that they are consistent with and complementary to one another;
- (2) It brings to bear on the handling of individual functional problems the country point of view so that the action taken is adapted to the peculiar needs of the country;
- (3) It expedites the prompt handling of the problem more or less as the special representative of the field mission at headquarters; and

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(4) It provides currently a consolidated picture of all operations in a given area.

In all these matters, except the last, the Bureau of Areas achieves its objectives by recommending action to other divisions or bureaus or by reviewing actions proposed by them. It does not deal with these problems independently. From this it follows that insofar as responsibility in various functional matters is delegated to the regional offices, the functions of integrating, expediting, and review from a country point of view by the Bureau of Areas are correspondingly reduced.

What briefly will be the nature of the job performed by other bureaus and divisions under this delegation of responsibility and how will it affect the job to be done by the Bureau of Areas?

If direct day-to-day supervision of country missions is delegated to the regional office, headquarters as a whole would necessarily restrict its activities with respect to mission operations to the following:

(a) Establishing policy "ab initio" or reviewing policies proposed by the regional offices for the purpose of assuring (1) that policies conform to the agreement and Council resolutions, and (2) that uniform policies are applied both in Europe and the Far East.

(b) Establishing procedures in such matters as require a strictly uniform approach, such as accounting and statistical reporting.

(c) Over-all a general review of proposed operating plans and of actual operations of country missions and of the regional offices to assure the Director General that responsibilities delegated to the regional office are being carried out efficiently and expeditiously by regional offices.

(d) Direct operation in matters falling outside the scope of country missions, such as the procurement of supplies in contributing countries or the final determination of supply programs in the light of available global supply and shipping.

The various bureaus and divisions of headquarters may be grouped as follows in the light of the extent to which they will perform the above functions.

(1) Health, Welfare and Displaced Persons Divisions. These divisions could logically perform only functions (a) and (c).

(2) Bureau of Supply. This bureau would be concerned with functions (d) in addition to (a) and (c), and to some extent would find it necessary to perform function (b) in matters of supply.

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(3) Bureau of Finance & Administration. This bureau would necessarily be involved in activities of all of the types enumerated above and more than any other organizational unit would perform activities in function (b).

If this analysis is assumed to be correct, it will affect the functions of the Bureau of Areas as follows, bearing in mind that the peculiar contribution of the Bureau of Areas is in integration, expediting, bringing to bear a country point of view and providing a consolidated picture of country operations.

(1) Policy formulation (function "a"). Since this function relates to general policy applicable to all countries the Bureau of Areas has no special contribution to make in this area other than general advice and consultation, except for the fields of Distribution and Transport and of Camps.

(2) Establishing procedures (function "b"). Since this function relates to uniform procedures applicable to all countries, the Bureau of Areas has no special contribution to offer in these matters, except insofar as they relate to its own functional areas of Distribution and Transport, Camps and Reporting.

(3) Overall review of operations (function "c"). The Bureau of Areas has an important contribution to make and a real responsibility in this area.

(4) Procurement of supplies in contributing countries (function "d"). The Bureau of Area operations has no peculiar contributions to make in this area since it does not relate to mission operations.

(5) Supply allocations and shipments to country missions (function "e"). The Bureau of Areas has a contribution to make here from the point of view of reviewing such determinations in relation to the peculiar conditions in each country and expediting mission operations.

Summary

The restatement of functions attached to my separate memorandum is based on the above analysis.

JGordon/mm

Draft
Joel Gordon
19 Jan 1945

Suggested Functions of Bureau of Areas
Restated in Light of Delegation to London
of Responsibility for Supervising Mission

1. To serve as the coordinating channel through which all communications which relate to the planning or operation of relief and rehabilitation programs for liberated countries pass to and from the regional office, in order that such communication may be coordinated into a consistent and well balanced effort and that there may be a single unit within UNRRA informed as to all activities within any geographical area. For this purpose, all such outgoing communications shall be cleared with and transmitted by the Bureau of Areas.
2. To issue over-all directives and policies and to expedite and facilitate the decisions on questions of policy involving other bureaus and divisions at headquarters, including matters relating to materials, supplies and personnel needed for any field missions.
3. To review from an over-all point of view the general character of operating plans developed for country missions and the actual operation of field missions in order to assure the Director General that an integrated plan has been developed by the regional office or its mission for each area, that the actual operation of country missions is being efficiently and expeditiously administered by the regional office and missions under its supervision, and that a reasonably uniform operational pattern is followed in all areas. To this end:
 - (a) To receive from the regional office, review and approve from an over-all point of view the general character of operating plans for each mission.
 - (b) To receive from the regional office and review from an over-all point of view reports on actual operations of each country mission, including statistical reports of operations and to issue general directives based on such review.
 - (c) To consult and give technical advice to personnel in the regional office concerned with operation of field missions and to inspect in the field the over-all operation of country missions.
4. To participate with the Bureau of Supply in the analysis of each country's requirements and in the development of plans for the procurement, stockpiling and related arrangements incident to the serving of each country and concur in the final decisions made with respect to such matters.
5. To assist the regional office in the formation of missions whenever it is determined by the Director General that UNRRA will undertake any field

activity in a country. This responsibility shall include the suggestion to the Director General of individuals to serve as chief of mission and the nomination of individuals for administrative, distribution and camp management posts and the review of technical personnel proposed for assignment by other bureaus and divisions solely to assure their suitability as members of the field missions to which they are assigned, and to make necessary arrangements for the preparation of such personnel for field service and for their transportation to the field.

6. To provide general technical advice and develop general policies and standards for the guidance of the regional office in the working out of detailed operating plans for:

(a) The distribution of food, clothing, supplies and materials in each area within which UNRRA will operate and the provision of personnel competent to direct such distribution plans under the direct administrative supervision of the chiefs of mission. This function is to be exercised so as to insure adherence to conditions specified or implicit in allocations and in the acceptance of contributed supplies and will be carried out with full information and in cooperation with the Bureau of Supply to assure such adherence;

(b) The management of camps.

7. To provide technical advice and general supervision to personnel assigned to regional offices to perform an area coordinating function.

8. To develop and, in cooperation with the regional office, to operate a system of uniform statistical reporting on operations of country missions.

9. To develop general guides for the use of the regional office for the assembly of all available information as to general characteristics and conditions obtaining within any area with which UNRRA is concerned, including basic demographic, economic and industrial intelligence; to receive such reports from the regional office; to obtain such data available in this country; and where appropriate to make such materials available to the divisions or bureaus for their information and use.

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

1344 CONNECTICUT AVENUE
WASHINGTON 25, D. C.

8 January 1945

CONFIDENTIAL

To: Michail Menshikov ✓
George Xanthaky

From: Joel Gordon

Subject: Supply Program for Yugoslavia - Basic Policy Questions
Involved.

In a memorandum of 3 November 1944 from Dr. Gold to Mr. Hendrickson, a supply program is budgeted for Yugoslavia and other non-paying countries. Parts of this program are incorporated in a letter of 19 December 1944 to the Combined Shipping Board requesting allocation of shipping space. The content of this program and the way in which it was arrived have far reaching policy implications; in fact, they go to the very heart of our program in any country and are of vital interest to the Bureau of Areas.

In this memorandum, I should like to point out some specific difficulties in the program developed for Yugoslavia and the general policy questions for the Bureau of Areas.

Analysis of the supply budget for Yugoslavia

The Yugoslav Government submitted its supply estimates as did other governments. These estimates were then reduced by the Bureau of Supply "in the light of the bases of requirements". The latter estimates in turn were reduced in the light of available funds.

The results of these reductions may be summarized as follows:

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Item	Submitted by government (millions of \$) (1)	Reduction by Bur. of Supply to bases		Further reduction by Bureau of Supply to Budget		
		Amount (millions of \$) (2)	% of re- quest by government (3)	Amount (millions of \$) (4)	% of	
					Rev. to bases (5)	Request by govt. (6)
Total	\$664	\$348	53%	\$263	76%	40%
Food	110	83	76	72	87	66
Clothing, textiles & footwear	295	170	58	126	74	43
Medical	13	11	86	11	100	86
Agric. Rehab.	22	21	96	19	96	87
Ind. Rehab. (incl. transport)	224	63	38	35	56	16

Note that the food supply budget is about 2/3 and the clothing, textile and footwear budget over 2/5 of the amount requested. The Industrial Rehabilitation budget on the other hand is only 16 per cent of the government's request. Or looked at from another point of view: Food is increased from 16% of the total program submitted by the government to 27% as budgeted by the Bureau of Supply; industrial supplies are reduced from 34% of the government's total program to 13% of the total program as developed by the Bureau of Supply.

From all available evidence on conditions in the country, this arbitrary budget allocation by commodity is totally unrelated to the priority of relief and rehabilitation needs in the country. There is abundance of evidence that the greatest need is for transport which is part of our industrial rehabilitation program, yet this program has been reduced out of all proportion to other commodity groups. Food, on the other hand, which is given a low priority by the Yugoslavs, is reduced least of the larger items. Reports indicate that the food surplus area in Yugoslavia has adequate food supplies with some exceptions but that the problem is one of transporting the food to the deficit areas; in addition, wheat and corn will in all probability be available as reparations payments from nearby Bulgaria, Rumania and possibly Hungary. There is of course an immediate problem of food supplies for the Adriatic coastal area due to its isolation, but even this problem would be a temporary one if adequate transport could be made available.

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Policy Implications

This problem raises a number of basic policy questions for the Bureau of Areas:

1. The budgeting of total available funds for supplies among the several non-paying countries is probably the single most important decision which UNRRA makes. Is there any provision whereby the Bureau of Areas as well as other interested divisions participate in (a) the method for making this determination and (b) the actual determination?

2. The allocation of an agreed upon budget among various commodity groupings determines the content of our program in the country. The commodity composition of a \$600 million supply program for Yugoslavia would be far different from a \$263 million program. Pro-rata reductions make no sense; arbitrary adjustments such as those made here are fully as questionable. There is only one source that can make a sound and realistic allocation on a commodity basis and that is the government of the country itself. This they can do, however, only if they know the total budgeted supplies they can reasonably count upon. The entire planning of the relief and rehabilitation of the internal economy will depend on this total, will vary with it, and the commodity composition of UNRRA supplies for the country must be developed by the country on the bases of such considerations.

Basically, this gets down to the question as to whether the supply program is to be the country's program for UNRRA supplies or Bureau of Supply's program for the country. The emphasis on UNRRA provision of food, when it does not have the highest priority, raises the auxiliary question as to whether we are going to "help countries help themselves" or restrict our major resources to supply of consumer goods which could be supplied by the country itself if it had the necessary industrial and agricultural supplies.

Obviously country programs will need to be modified in the light of available supply but the country's program should be the starting point.

The Bureau of Areas has an immediate concern in participating in the solution of this problem in order to make the program of the missions responsive to the needs of the country.

Action Recommended

There is an immediate and urgent need for enunciation of the basic plan by which the supply program will be determined. This procedure should be known to all parts of the Administration and adequate opportunity should be afforded for the participation of the Bureau of Areas

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and technical divisions in the final programs, so they represent an integrated program designed to meet the specific needs of the country.

In establishing such procedures the following principles should be taken into account:

1. The basic responsibility for determining the composition and relative priority of items and the supply program should rest with the Government. This will be possible only if the Government knows the total value or tonnage of supplies which it may reasonably expect during the first year of UNRRA's operation.
2. Basic decisions as to the total supply program and the composition thereof must not be unilateral decisions made by a single unit of the Administration but must be Administration-wide.
3. The government of the country should be advised of the decisions at each stage, provided an opportunity to propose alternatives and modifications, and a right of appeal to the Director General from the final decisions.

STATEMENT OF INCOMING ACTION COMMUNICATIONS
FOR THE BUREAU OF AREAS
FOR WEEK OF MAY 11 THROUGH MAY 17

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
					NAME	LAST CONTACTED	ACTION STATUS
5-10	5-15	132	Casablanca	Re Transfer of Casablanca Refugee Center to Algiers. (Secret cable)	Fryer	5-17	Meeting held at FEA 5/16. Report being drafted and will be sent to Fryer for further action
5-9	5-15	--	Casablanca	Acknowledging letter of 20th of Apr. re supplies and equipment. Submitting list. <u>Letter</u>	Fryer)	5-17	Fryer has been attending meetings for past 2 days; consequently has had no chance to take action.
5-9	5-15	--	Casablanca	M. Ballyguier has been acting as liaison between Centre Guynemer and coordinating Council of French Relief Societies in the states. Centre taking care of 1200 to 1300 children. Cost per <u>child</u> per month: 400 francs.	Fryer)	5-17	Fryer has been attending meetings for past 2 days; consequently has had no chance to take action.
5-12	5-16	242	London	Presume you refer to Maj. Gen. P. H. Mitchiner not Mitchener. Director of Health considers him suitable for post suggested. <u>Cable</u> .	Fryer)	5-17	Same as above.
5-9	5-11	99	Cairo	<u>Secret Cable</u> : Yugoslav refugees arriving in Italy.	Flexner	5-17	Gov. has file and draft for final approval.

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	NAME	LAST CONTACTED	ACTION ASSIGNEE	ACTION STATUS
5-9	5-11	100	Cairo	<u>Cable:</u> Re employment of Couldrey. Interested in Supply or Distribution work here.	Fryer		Cable 203 to London request they interview Couldrey and cable views.	
5-8	5-11	96	Cairo	<u>Cable:</u> Trying to interest E. M. Lloyd in Economic Advisor post Balkan headquarters.	Fryer		Cable 111 to Cairo holding pos. for Lloyd pending your recommendations.	
5-9	5-11	5	Chungking	<u>Cable:</u> Committee held 2nd meeting. Agreed working committee to draft section of report on food, textiles, etc. Grant due to arrive 17th.	Chen	5-17	No action necessary.	
5-10	5-12	6	Casablanca	<u>Cable:</u> Finley has arrived.	Fryer		Family notified. 5-12	
5-11	5-12	236	London	<u>Cable:</u> Re last sentence Menshikov's memo Apr. 25. Population sub-committee will welcome any estimate you can provide for consideration along with inter-allied and O.S.S. figures air letter follows.	Kyshpan	5-17	Waiting air pouch letter. People concerned notified to gather necessary material.	
5-12	5-16	106	Cairo	<u>Cable:</u> Re public relations officer. (Secret)	Fryer		Cable sent to Salisbury for drafting reply. Will come to Fryer for dispatch.	
5-8	5-16	--	Casablanca	<u>Letter:</u> Possibility of UNHRA work in Tunisia.	Fryer	5-17	Fryer has been unable to ...	

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNEE		
				NAME	LAST CONTACTED	ACTION STATUS	
5-12	5-17	108	Cairo	Cable: Your #58 does not represent official views of War Dept. Please clarify and advise us.	Xanthaky	5-17	Came in too late on 5-17 for action to have been taken.

STATEMENT OF PENDING INCOMING ACTION COMMUNICATIONS FOR THE BUREAU
OF AREAS PRIOR TO THE WEEK OF MAY 11 THRU H MAY 17

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	NAME	ACTION ASSIGNEE	
						LAST CONTACTED	ACTION STATUS
5-3	5-10	1454	Algiers	Cable: We recommend British & American representatives in Algiers & French Morocco help Refugee Center Administration; that Treasury license transmission of funds for purchase to Tangier & Lisbon.	Flexner		Cable 32 to Algiers.
5-8	5-10	95	Cairo	Cable: There has been an announcement here of establishment of Balkan Supply Center. Assume you have participated in Washington conference & will let us know about this.	Xanthaky	5/17	Cable and letter drafted awaiting approval.
5-5	5-9	1181	Cairo	Cable: Am stressing importance of early assignment of 6 district directors on UNRRA staff in Greece. Have candidate but what about recruitment situation in U. S. and G. B.	Fryer		Cable 95 to Cairo on 5-10. 12 dist. pos. in Balkan Budget. 6 open for recruitment.
5-5	5-8	90	Cairo	Cable: Berry supports Davis arrangement on basis continuation present post until needed. Do you authorize.	Fryer	5-17	Reply was delayed because draft was lost. It was located 5/17 and is being re-drafted.
4-27	5-4	77	Cairo	Why the delay in specialized personnel? It is believed Hill will accept position as Economic Adviser Greece. We urge Elkinton go to London.	Xanthaky		Same as above

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	NAME	ACTION ASSIGNEE LAST CONTACTED	ACTION STATUS
4-18	4-21	60	Cairo	Cable: Davis arriving 29th confer Greece planning. Will undecided as to Economic Adviser.	Xanthsky	5-17	Reply was delayed because draft was lost. It was located 5/17 and is being re-drafted today 5/18.
5-3	5-6	87	Cairo	Cable: H. Davis interested Deputy Chief Greek Mission conditional field clearance dept. and Berry. Re: Casdayle, Blackler for position. Reply #61 & 78.	Fryer		Same as above. Cable 112 re Blackler only.
5-5	5-8	89	Cairo	Cable: Borne OK for secretarial position but no additional clerical supervisors required.	Fryer		Cable will be sent when Borne is on her way.
5-5	5-8	91	Cairo	Cable: What progress on recruitment voluntary society personnel medical & relief fields & date expected.	Fryer		Cable 101 on 5/13. Personnel response of private agencies here no good. 14 persons now in training. None are doctors or nurses.
5-2	5-4	75	Cairo	What can we tell Army here regarding uniforms for UNRRA? Cable	Xanthsky	5-17	Clothing Div. getting costs of materials and details for uniforms. Policy to be cleared.
5-2	5-4	84	Cairo	B. Brown will accept position subject to approval Conscientious Objectors Board. What is policy? What are salary levels? Cable	Menshikov Fryer		Cable 110 on 5/16 suggest B. Brown as welfare spe. Policy re C.O. will follow.

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	NAME	ACTION ASSIGNEE LAST CONTACTED	ACTION STATE
4-19	4-20	168	London	Cable: Jackson has list of selected candidates for higher posts. What are salaries and allowances for various posts?	Xanthsky		Cable 186 and 198 to London. Air pouch letter will provide info on specific pos. in Balkan mission.
4-10	4-17	--	Casablanca	Letter: From Beckelman enclosing copy of letter to Crowley submitting material on budget and job description.	Flexner	5/17	Pending budget approval.
4-12	4-18	53	Cairo	Cable: NERFA has funds to build one medical clinic. Recommend 5. Suggest Greek War Relief defray cost.	Xanthsky		Cable 103 to Cairo 5/13 conferring Greek War Relief.
4-27	5/4	--	Casablanca	Letter: From United Nations RFA civil affairs regarding list of outgoing cables from D. C. needed by NARC.	FLEXNER		Letter 5/15 sending cables requested.

COMMUNICATIONS HANDLED BY THE COMMUNICATIONS SECTION
DURING WEEK MAY 11 THROUGH MAY 17
(BY TYPES AND NUMBER)

POST	CABLEGRAMS		LETTERS		AIRGRAMS		TELEGRAMS	
	FROM	TO	FROM	TO	FROM	TO	FROM	TO
ALGIERS	-	2	-	-	-	-	-	-
CAIRO	12	20	5	21	-	-	-	-
CASABLANCA	2	-	3	3	1	-	-	-
CHUNGKING	1	1	1	-	-	-	-	-
DOMESTIC	-	-	-	13	-	-	-	-
ENGLAND	-	-	-	1	-	-	-	-
ISTANBUL	-	-	-	1	-	-	-	-
LONDON	15	8	1	-	-	-	-	-
TOTALS	30	31	10	39	1	-	-	-

GRAND TOTAL 111

BECKHAUS/BM

13 May 1944

TO: M. Menshikov
D. Anderson ✓
M. Cohen

FROM: B. Eckhaus *BE*

SUBJECT: Report for the week of May 4 through May 10

In addition to the regular work of the section, efforts this week centered on:

- 1) Conferring on and rewriting the proposed UNRRA administrative order on cablegrams.
- 2) Stimulating the preparation of and then rewriting the proposed UNRRA administrative order on correspondence between headquarters and the field.
- 3) Keeping in close touch with deviations from official communications procedures and conducting individual visits and interpretations to staff members involved.

I. Proposed UNRRA administrative order on cablegrams

After the unsuccessful result of listing my comments on the latest draft of the proposed administrative order, Mr. Horowitz agreed to my rewriting the entire document. This was done and copies were forwarded to Mr. Menshikov, Mr. Anderson and Mr. Cohen. Subsequently, the UNRRA Communications Committee (this section not represented) reviewed the revision and it is my understanding that, with some slight modifications, the administrative order may be issued soon.

II. UNRRA administrative order on correspondence

In the last three weeks I have been making regular efforts to develop action and interest in the preparation of an UNRRA administrative order on letters between headquarters and the field. The product was incomplete and poorly formed. With the agreement of Mr. Jackson, whose assistance was involved in the preparation of the proposed order, I rewrote the entire document. Copies were sent to Mr. Menshikov, Mr. Anderson and Mr. Cohen. It is contemplated that a meeting may be called in the next few days to consider the proposal for approval.

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III. Meetings with persons failing to adhere to communications procedures

Great care is being exercised in discovering deviations from the Bureau of Areas communications procedures. In each case of deviation, visits are being made to the appropriate staff member and the problem is discussed. The receptiveness of the staff members has been very good.

IV. The Communications Section is not being informed of changes

The circulation of cablegrams and other communications must parallel the assignment of official functions. When there are changes and re-allocations in functions, it is essential that the Communications Section be informed promptly. Considerable time was lost in one case wherein information regarding the re-allocation of the selection and appointment function was not made known promptly.

It is also important that the Communications Section be informed promptly of such deviations from the communications procedure as are permitted by Bureau of Areas officials in authority. I do not believe that this is being done.

V. Reports

Two long letters or reports were received recently which seemed to warrant duplication and circulation. In the effort to make the contents promptly known to those immediately concerned, these documents were forwarded without detailed processing to certain officials in the Bureau of Areas. It is highly essential that review by such officials be accomplished as promptly as possible. Failure to do this means delay in informing others and may possibly mean criticism of the Bureau of Areas.

VI. Proposed project

I am planning to undertake a study of cablegrams in terms of UNRRA objectives correlated with UNRRA organization. It is hoped that by careful, inductive classification, we may be able to arrive at a practical plan of automatic circulation of cablegrams.

The work of this section is being delayed seriously because of the lack of stenographic help. It is the reason for the delay of our reports and other assignments and work requiring typing. All efforts are being made by the responsible staff members to remedy the problem - very soon, we hope.

Attached are the tabular reports on communications.

STATEMENT OF INCOMING ACTION COMMUNICATIONS
FOR THE BUREAU OF AREAS
FOR WEEK OF MAY 4 THROUGH MAY 10

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNED	REMARKS
5-3	5-10	1454	Algiers	<u>Cable:</u> We recommend British & American representatives in Algiers & French Morocco help Refugee Center Administration; that Treasury license transmission of funds for purchase to Tangier & Lisbon.	Fryer) THESE CABLES) CAME IN TOO) LATE ON THE) 10TH FOR ANY) ACTION TO HAVE) BEEN TAKEN
5-8	5-10	95	Cairo	<u>Cable:</u> There has been an announcement here of establishment of Balkan Supply Center. Assume you have participated in Washington conference & will let us know about this.	Menshikov	
5-6	5-9	2	Casablanca	<u>Cable:</u> Have found steno here. Am trans- ferring Tyson to Cairo by first available transportation.	Fryer	
5-6	5-9	93	Cairo	Tyson arrived Cairo Saturday.		
5-5	5-9	1181	Cairo	<u>Cable:</u> Am stressing importance of early assignment of 6 district directors on UNRRA staff in Greece. Have candidate but what about recruitment situation in U.S. & G.B.	Fryer	Reply drafted 5-10 stating that 12 positions in Balkan Budget being cleared 5-10.
5-5	5-8	90	Cairo	<u>Cable:</u> Berry supports Davis arrangement on basis continuation present post until needed. Do you authorize.	Fryer	Cable drafted 5-9 awaiting DDG clearance.
5-5	5-8	89	Cairo	<u>Cable:</u> Borne OK for secretarial position but no additional clerical supervisors required.	Fryer	Cable will be sent when Borne is on her way.
5-5	5-8	91	Cairo	<u>Cable:</u> What progress on recruitment voluntary society personnel medical & relief fields & date expected.	Fryer	Cable drafted 5-9 being cleared.

COMM. DATE	DATE REC'D	NO.	PGST	SUBJECT	ACTION ASSIGNED	REMARKS
5-3	5-3	87	Cairo	<u>Cable:</u> H. Davis interested Deputy Chief Greek Mission conditional field clear- ance dept. and Berry. Re: Casdayle, Blackler for position. Reply. #61 & 78	Fryer	Cable drafted Awaiting clear- ance of DDG 5-30
5-2	5-4	75	Cairo	What can we tell Army here regarding uniforms for UNHRA?	Xanthaky	Cable drafted Feller to clear it with Army.
5-1	5-4	85	Cairo	UNHRA allocated approximately 8 air priorities to Cairo for month of May.	Xanthaky	Cable 95 sent to Cairo 5/9
4-27	5-4	77	Cairo	Why the delay in specialized personnel? It is believed Hill will accept position as Economic Adviser Greece. We urge Elkinton go to London.	Xanthaky	Cable drafted. Awaiting clear- ance by Menshikov
5-2	5-4	84	Cairo	B. Brown will accept position subject to approval Conscientious Objectors Board. What is policy? What are salary levels?	Menshikov Fryer	Policy question. Pending decision of DDG & DG

STATEMENT OF PENDING INCOMING ACTION COMMUNICATIONS FOR THE BUREAU
OF AREAS PRIOR TO THE WEEK OF MAY 4 THROUGH MAY 10.

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNED	REMARKS
4-27	5-1	200	London	<u>Cable</u> Appointment of Lord Norbury.	Xanthaky	Cable 185 to Cairo Suggest employ Norbury as District Director in Balkan mission. Send to Cairo
4-26	5-1	74	Cairo	<u>Cable</u> AML wants nurses in 11 regions in Greece. Can we supply 5? Reekie to ask Topping for 3.	Xanthaky	Cable 93 to Cairo lists nurses sent
4-26	5-1	73	Cairo	<u>Cable:</u> Conference with Reekie complete. sent: Lamboreauk, Osincup, Jacobs. Operations in mail.	Xanthaky	Cable 93 to Cairo lists of name on priority to go.
4-26	5-1	72	Cairo	<u>Cable:</u> Voluntary and limited number of operational UNHRA personnel expect to stay Mahdi.	Xanthaky	Cable 92 to Cairo drafted by Dayton regarding allow- ances for living, etc.
4-29	5-1	202	London	<u>Cable:</u> Need more specific information for recruiting candidates for Balkan operation.	Xanthaky	Cable 186 to London Air pouch letter to be sent regarding this
4-30	5-2	208	London	<u>Cable:</u> A. Jacques, secretary to con- sider for Balkan mission.	Xanthaky	Being considered for position in Balkan Area 5-10
4-27	4-29		New York	<u>Cable:</u> From Purvis regarding questions on what to wear, luggage, etc.	Xanthaky	Letter to Purvis 5-10
4-28	4-29		Maryland	<u>Cable:</u> Nancy Bryan submitting resigna- tion.	Racich	Notification to P.D. 5-5. Resigna- tion became effective 4-27.
4-27	4-29	73	Cairo	<u>Cable:</u> McNabb received 6,228 from FEA would like your views regarding ap- propriate level of position.	Xanthaky	Cable 89 to Cairo on 5/4

COMM. DATE	DATE REC'D	NO.	POST	SUBJECT	ACTION ASSIGNED	REMARKS
4-18	4-21	60	Cairo	<u>Cable:</u> Davis arriving 29th confer Greece planning. Hill undecided as to Economic Adviser.	Xanthaky	Cable drafted. Being cleared with Menshikov
4-19	4-20	168	London	<u>Cable:</u> Jackson has list of selected candidates for higher posts. What are salaries and allowances for various posts?	Xanthaky	Cable drafted by Xanthaky 5-6 Awaiting final clearance
4-10	4-17		Casablanca	<u>Cable:</u> From Beckelman enclosing copy of letter to Crowley submitting matter on budget and job description.	Flexner	Pending budget approval.
4-12	4-18	53	Cairo	<u>Cable:</u> MERRA has funds to build one medical caique. Recommend 5. Suggest Greek War Relief defray cost.	Xanthaky	Final letter being drafted 5-10.
4-6	4-19	1	Chungking	<u>Cable:</u> Report on Mr. Brown for Health Division of UNRRA. Private agencies general report.	Jacquelin	Report sent 5-5
4-27	5-4		Washington	<u>Cable:</u> From United Nations RRA civil affairs regarding list of outgoing cables from D.C. needed by WARC.	Flexner	Answer being drafted.
4-22	4-28	62	Cairo	<u>Cable:</u> Permits for American nationals can be worked out. British nationals complicated by Anglo-Egyptian treaty although interim arrangements seem possible.	Xanthaky	UNRRA travel document carried by Vassardaki to Cairo.

COMMUNICATIONS HANDLED BY COMMUNICATIONS SECTION

DURING WEEK MAY 4 THROUGH MAY 10
(By Types and Number)

POST	CABLEGRAMS		LETTERS		AIRGRAMS		TELEGRAMS	
	From	To	From	To	From	To	From	To
CAIRO	17	6	4	12	-	-	-	-
LONDON	15	13	1	-	-	1	-	-
CASABIANCA	6	-	2	-	-	-	-	-
ALGIERS	3	-	-	-	-	-	-	-
MADRID	1	-	-	-	-	-	-	-
CHUNGKING	-	-	-	1	-	-	-	-
NEW YORK CITY	-	-	-	1	-	-	-	1
TOTALS	42	19	7	14		1		1

GRAND TOTAL 84

Mr. T. Anderson

WEEKLY REPORT OF
PERSONNEL APPOINTMENTS

Date: **Week ending
May 13, 1944.**

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Reported For Duty	Type Action
	MOTT, Gertrude H.	Administrative Ass't, Grade 7, \$3,200., Office Deputy Director General.	Entered on Duty May 8, 1944	New Appointment

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Date:
Week ending May 13, 1944

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
1	LARSEN, Emanuel S.	Principal Analyst, Far Eastern Division, China Br., Grade 12, \$6,000.	2-29-44	Held pending salary and qualification questions.
2	THOMAS, Opel B.	Senior Analyst, Western & Northern European Division, Western Br., Grade 11, \$4,500.	3-21-44	Returned to Mr. Rodnov 5-6-44
3	BEENHOUWER, Harold	Ch., Northern European Br., Western & Northern European Div. Grade 13, \$6,800.	4-27-44	To Mr. Harris for approval 5-2-44.
4	FRYER, E. Reeseman	Special Ass't., Office Deputy Director Gen., Grade 14, \$8700. Camps Div. & Field Offices Services Section.	4-28-44	Transfer from FEA re- quested 5-10-44
5	ROMAN, Agnes	Senior Analyst, Grade 11, \$5000. China Br., Far Eastern Div.	5-2-44	To Mr. Harris for approval 5-12-44
6	OBER, Harry	Principal Analyst, Grade 12, \$6,000., Yugoslavia Br., So. European Division.	5-8-44	To Mr. Harris for approval 5-10-44
7	DAUGHERTY, E. L.	Secretary I, Grade 5, \$2,400 Far Eastern Div., Other Far Eastern Areas Br.	5-4-44	Cancelled; Miss Daugherty decided not to transfer 5-8-44
8	BRYAN, Nancy J.	Secretary I, Grade 5, \$2,400 Central & Eastern European Div. Eastern Branch	5-5-44	Resigned effective 4-27-44

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Bureau of Areas, UNRRA

Date: Week ending
May 13, 1944.

Page 2

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
9	ELDERKIN, Genevieve A.	Secretary, Grade 5, \$2,400 Central & Eastern European Div., Eastern Br.	5-5-44	To investigation 5-10-44
10	MACKO, Mary	Stenographer, Grade 4, \$2,260. Yugoslavia Br., So. European Div.	5-9-44	To investigation 5-10-44
11	ROBINSON, Constance M. J.	Secretary I, Grade 5, \$2,400 Net, China Br., Far Eastern Div.	5-9-44	To investigation 5-10-44
12	GUTESHA, Mildred	Stenographer, Grade 4, \$2,200 Communications Section	5-9-44	To investigation 5-10-44
13	ANAGNOSTOPOULOS, Nicholas C.	Senior Analyst, Grade 11, \$4,500., Greek-Albania Br., Southern European Division	5-9-44	To investigation 5-9-44
14	JAHN, Rose L. M.	Secretary I, Grade 5, \$2,400 Camps Division, Bureau of Areas	5-10-44	To Miss Shannon 5-12-44
15	MATTIMORE, Dorothy M. B.	Ass't. Prof., Grade 8, \$3,900. Camps Division.	5-13-44	To Personnel for action.

To Anderson
Run 332

Weekly Recruitment Progress Report

5/8/44

Name	Line No.	Title of Position	UNRRA Grade	Salary	Date P-2 Prepared	Date Bureau of Areas Approval	Date Forwarded to Personnel	Progress Report	Date Notification Sent	Date and Final Action
Berger, Bernard	26	Chief Transport Officer	11	5,800	4/21	4/22	4/22	4/24-To investigation		
Holbrook, James	31	Chief Distribution Off.	11	5,400	4/25	4/29	4/29	5/1-To Shannon 5/3-To Harris 5/5-To Fryer, memo suggesting cancellation		
Goodman, Moe	40	Distribution Officer	9	3,600	4/18	4/20	4/20	4/20-To investigation		
Lowry, Alfred	41	Distribution Officer	9	4,400	4/24	4/25	4/25	4/28-App'd pending physical		
Wood, Ralph	45	Distribution Officer	9	4,000	4/26	4/29	4/29	4/26-To investigation		
Brown, Verlin	62	Warehouseman	9	4,400	4/18	4/20	4/20	5/1-To Shannon Cannot accept position- has returned physical forms		
Aller, Kenneth	67	Transport Officer	9	4,000	4/19	4/21	4/22	4/20-To investigation		
Werner, George	69	Transport Officer	9	3,400	4/24	4/29	4/29	4/28-App'd pending physical		
Tarlock, Anthony	70	Transport Officer	9	4,400	4/24			4/24-To investigation		
Anadalian, Alice	87	Camp Activities Officer	9	4,000	4/13	4/21	4/21	5/4-To Harris for approval		
Morgan, Rita	88	Camp Activities Officer	9	4,400	4/25	4/29	4/29	4/2-To investigation		
								Held B of A - inquiry draft status		
									Req. to EOD 5/15/44	
								5/1-To investigation		

44670

Weekly Recruitment Progress Report

Name	Line No.	Title of Position	UNRRA Grade	Salary	Date P-2 Prepared	Date Bureau of Areas Approval	Date Forwarded to Personnel	Progress Report	Date Notification Sent	Date and Final Action
Blackham, Louise	89	Camp Activities Officer	9	4,400	4/25	4/29	4/29	5/3-App'd by personnel -pending physical		
Survis, Maurice	95	District Director	12	6,000	4/13	4/24	4/24	4/25-To investigation 5/2-Physical app'd		
Barber, Maurice	97	District Director	12	6,000	4/24			Held B of A - inquiry salary		
Ross, Irving	99	Dep. District Director	11	4,200	4/26	4/29	4/29	5/1-To investigation		
Watts, Erwin	105	Field Officer	9	4,400	4/19	4/21	4/22	4/24-To investigation 5/4-To Harris - pending physical		
Balls, Edward	108	Field Officer	9	4,500	4/17	4/20	4/20	4/20-To investigation 4/28-App'd - pending physical	Req. to EOD 5/8	
Fasteau, Irving	113	Field Officer	9	4,000	4/24	4/25	4/25	5/5-App'd-pending physical		
Gangloff, Perry	116	Field Officer	9	4,000	4/24	5/4	5/4	5/5-To Harris for approval		
Perdikas, Anastacia	121	Secretary I	5	2,260	4/25	4/29	4/29	5/1-To investigation		
Wahlberg, Edgar	150	Welfare Officer	11	5,000	4/6	4/10	4/11	4/17-Cleared personnel-awaiting physical report	Req. to EOD 5/8	
Potts, Arthur	156	Welfare Officer	11	5,000	4/25	5/2	5/2	5/5-Physical to Reggio		
Glick, Frank	157	Welfare Officer	11	5,000	4/24	5/1	5/1			

Weekly Recruitment Progress Report

Name	Line No.	Title of Position	UNRRA Grade	Salary	Date P-2 Prepared	Date Bureau of Areas Approval	Date Forwarded to Personnel	Progress Report	Date Notification Sent	Date and Final Action
Dumoulin, Rockwell	192	Indust. Rehab. Spec.	11	5,000	4/15	4/21	4/21	4/21-Per'l app'l pending physical		
Thrupp, L. Frederick	191	Dir. of Indust. Rehab.	12	6,000		5/1	5/1	5/2-To investigation		
Brownlee, Aleta	321	Welfare Specialist	11	5,800	4/27	5/1	5/1			
O'Meara, Rhoda	327	District Welfare Off.	11	5,600		5/1	5/1	5/2-To Harris		
Youngdahl, Benjamin E.	320	Director of Welfare	12	6,600	4/24	5/1	5/1			
Radicevic, Sophie	297	Secretary I	5	2,400				Held in B of A by order Menshikov		
Van Teylingen, Johannes	195	Indust. Rehab. Spec.	12	6,500		5/1	5/1			
Wilezek, Joseph	32	Chief Distribution Off.	11	5,000	5/1	5/2	5/2	5/4-To investigation		
Strong, Harry P.	40	Distribution Officer	9	4,000	5/2	5/3	5/3	5/5-To Harris		
Bruce, Leila June	91	Camp Activities Officer	9	4,000	5/2	5/5	5/5			
Bullington, Tirzah	268	Camp Activities Officer	9	4,000	5/2	5/3	5/3	5/4-To investigation		
Gates, Moore	275	District Director	12	6,000	5/2	5/3	5/3	5/5-To Harris		
Gifford, Selene	322	Welfare Specialist	11	6,600	4/22	5/3	5/3			
Cohen, Nettie	298	Secretary I	5	2,400	5/2	5/4	5/4	5/5-To Shannon-pending physical		
Leet, Glenn	143	Director of Welfare	12	6,800	4/29	5/3	5/3	5/5-To investigation		
Close, John Frederick	23	Rationing Specialist	12	6,000	5/3	5/8	5/8			

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Weekly Recruitment Progress Report

Name	Line No.	Title of Position	UNRRA Grade	Salary	Date P-2 Prepared	Date Bureau of Areas Approval	Date Forwarded to Personnel	Progress Report	Date Notification Sent	Date and Final Action
Duffy, Edward Francis	76	Camp Management Officer	11	5,000	5/3	5/8	5/8			
James, Harold	83	Asst. Camp Management Off.	10	4,500	5/3			Held by Clark		
Redman, Samuel Jacob	77	Camp Management Officer	11	5,000	5/5			Held by Menshikov		
Garfield, Richard A.	35	Ext. Chief of Dist. Off.	11	5,000	5/5	5/5	5/5			
Epstein, Harold	96	District Director	12	6,800	5/5	5/5	5/5			
Jasny, Maurice	36	Chief Dist. Officer	12	5,000	5/5	5/5	5/5			
Cunningham, Edward	80	Camp Management Off.	11	5,000	5/5	5/5	5/5			
Licari, Philip	84	Camp Management Off. (Asst.)	10	4,200	5/5	5/5	5/5			
Lechner, George	224	Distribution Officer	9	4,000	5/5	5/6	5/6			
Kaplan, Solomon A.	245	Transport Officer	9	4,000	5/5			Held by Menshikov		
Unger, Paul	261	Asst. Camp Manage. Off.	10	4,500	5/5	5/6	5/6			
Lazovich, Vladimir J.	215	Chief Transport Officer	11	5,000	5/5	5/6		To Lehman for app'l by request of Menshikov		
Schiller, Oscar L.	247	Transport Officer	9	4,300	5/5	5/6	5/6			
Panasewicz, Romuald	228	Distribution Officer	9	4,000	5/6			To Menshikov		
De Brinski, Victor	225	Distribution Officer	9	3,500	5/6			To Menshikov		
Aronstein, Lillian	296	Stenographer	4	2,200	5/6-	5/6	5/6			

Weekly Recruitment Progress Report

Name	Line No.	Title of Position	UNRRA Grade	Salary	Date P-2 Prepared	Date Bureau of Areas Approval	Date Forwarded to Personnel	Progress Report	Date Notification Sent	Date and Final Action
Lauryssens, Cornelis A.	227	Distribution Officer	6	3,000	5/6	5/6	5/6			
Sharp, Waitstill H.	162	Dir. of Displaced Pers.	12	6,300	5/5	5/6-	5/6	5/3-To Harris		
Holcomb, Maurice E.	168	Disp. Persons Officer	10	4,500	5/3	5/6	5/6			
Ratay, Vlad F.	170	Disp. Persons Officer	10	5,000	5/2	5/6	5/6			
Flynn, Molly	163	Disp. Persons Spec.	11	6,200	5/5	5/6	5/8			
Ziegler, Robert L.	226	Distribution Officer	9	4,400	5/6	5/6	5/6			
Devitt, Harry W.	228	Warehouseman	9	4,000	5/6	5/6	5/6			
Hausmann, August Henri	229	Distribution Officer	9	4,000	5/6			To Menshikov		
Kotschnig, Walter M.	334	Dir. Displaced Persons	12	6,800	5/6	5/6	5/6	Cannot accept position		
Klakovich, Anne Marie	299	Secretary I	5	2,400	5/3	5/4	5/4	5/5-To investigation		

To Mr. Anderson
from G. Norton

April 24, 1944

BALKAN MISSION

Weekly Recruitment Progress Report

Name	Line No.	Title of Position	UNRRA Grade	Salary	Date P-2 Prepared	Date Bureau of Areas Approval	Date Forwarded to Personnel	Progress Report	Date Notification Sent	Date and Final Action
Berger, Bernard	26	Chief Transport Officer	11	5,800	4/21	4/22	4/22	4/24-To investigation		
Goodman, Moe	40	Distribution Officer	9	3,600	4/18	4/20	4/20	4/20-To investigation		
Lowry, Alfred	41	Distribution Officer	9	4,400	4/22					
Brown, Verlin	82	Warehouseman	9	4,400	4/18	4/20	4/20	4/20-To investigation		
Aller, Kenneth	67	Transport Officer	9	4,000	4/19	4/21	4/22	4/24-To investigation		
Anadalian, Alice	87	Camp Activities Officer	9	4,000	4/13	4/21	4/21	4/21-Approved by Budget		
Survis, Maurice	95	District Director	12	6,000	4/13					
Watts, Erwin	105	Field Officer	9	4,400	4/19	4/21	4/22	4/24-To investigation		
Balls, Edward K.	108	Field Officer	9	4,000	4/17	4/20	4/20	4/20-To investigation		
Fasteau, Irving	113	Field Officer	9	4,200	4/22					
Gangloff, Perry	116	Field Officer	9	4,000	4/21					
Wahlberg, Edgar	145	Welfare Specialist	11	5,000	4/6	4/10	4/11	4/17-Has cleared personnel. Awaiting return of physical report		
Dumoulin, Rockwell	192	Industrial Rehab. Spec.	11	5,000	4/15	4/21	4/21			

may 1-6

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS
Bureau of Areas, UNRRA

Date: WEEK ENDING
MAY 6TH, 1944

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
1	LARSEN, EMMANUEL S.	PRIN. ANALYST, FAR EASTERN DIV., CHINA BR., GRADE 12 \$6,000.	2-29-44	DELAYED BECAUSE OF SALARY AND QUALIFI- CATION QUESTIONS.
2	THOMAS, OPAL B.	SR. ANALYST, GRADE 11, \$4,500, WESTERN & NORTHERN EUROPEAN DIV., WESTERN BR.	3-21-44	BEING HELD PENDING INTERVIEW BY MR. RODONOV.
3	FRANCK, LOUIS	PRIN. ANALYST, GRADE 12, \$6,000, WESTERN & NORTHERN EUROPEAN DIV., WESTERN BR.	2-28-44	WAR TRANSFER REQUESTED 4-20-44, OSS DOES NOT WANT TO RELEASE MR. FRANCK FOR A FULL TIME JOB WITH UNRRA. OSS IS CONTESTING T THIS CASE.
4	MOTT, GERTRUDE H.	ADMIN. ASS'T. GRADE 7, \$3,200., OFFICE DEPUTY DIRECTOR GENERAL.	4-17-44	TO ENTER ON DUTY 5-8-44
5	BEENHOWER, HAROLD	CHIEF, NORTHERN EUROPEAN BR., WESTERN & NORTHERN EUROPEAN DIV., GRADE 13, \$6,800.	4-27-44	PENDING APPROVAL IN MR. HARRIS' OFFICE
6	FRYER, E. REESEMAN	SPECIAL ASSISTANT, GRADE 14, \$8,700, CAMPS DIV. & FIELD OFFICES SERV. SEC.	4-28-44	HAS ENTERED ON DUTY PENDING TRANSFER FROM F.E.A.
7	ROMAN, AGNES	SR. ANALYST, GRADE 11, \$5,000, CHINA BR., FAR EASTERN DIV.	5-2-44	TO INVESTIGATION 5-4-44

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Bureau of Areas, UNRRA

Date:

WEEK ENDING
MAY 6TH 1944

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
8	ODER, HARRY	PRIN. ANALYST, YUGOSLAVIA BR., SOUTHERN EUROPEAN DIV. GRADE 12, \$6,000.	5-2-44	TO INVESTIGATION 5-4-44
9	DAUGHTERTY, ERNESTINE L.	SECRETARY GRADE 5, \$2,400 FAR EASTERN DIV., OTHER FAR EASTERN AREAS BR.	5-4-44	TO INVESTIGATION 5-5-44
10	BRYAN, NANCY J.	SECRETARY, GRADE 5, \$2,400 CENTRAL AND EASTERN EUROPEAN DIVISION, EASTERN BR.	5-5-44	RESIGNATION.
11	ELDERKIN, GENEVIEVE A.	SECRETARY, GRADE 5, \$2,400 CENTRAL & EASTERN EUROPEAN DIVISION, EASTERN BR.	5-5-44	FOR PERSONNEL ACTION

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Date: WEEK ENDING
MAY 6TH, 1944

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
1	LARSEN, EMMANUEL S.	PRIN. ANALYST, FAR EASTERN DIV., CHINA BR., GRADE 12 \$6,000.	2-29-44	DELAYED BECAUSE OF SALARY AND QUALIFI- CATION QUESTIONS.
2	THOMAS, OPAL B.	SR. ANALYST, GRADE 11, \$4,500, WESTERN & NORTHERN EUROPEAN DIV., WESTERN BR.	3-21-44	BEING HELD PENDING INTERVIEW BY MR. RODONOV.
3	FRANCK, LOUIS	PRIN. ANALYST, GRADE 12, \$6,000, WESTERN & NORTHERN EUROPEAN DIV., WESTERN BR.	2-28-44	WAR TRANSFER REQUESTED 4-20-44, OSS DOES NOT WANT TO RELEASE MR. FRANCK FOR A FULL TIME JOB WITH UNRRA. OSC IS CONTESTING T THIS CASE.
4	MOTT, GERTRUDE H.	ADMIN. ASS'T. GRADE 7, \$3,200., OFFICE DEPUTY DIRECTOR GENERAL.	4-17-44	TO ENTER ON DUTY 5-8-44
5	SEENHOWER, HAROLD	CHIEF, NORTHERN EUROPEAN BR., WESTERN & NORTHERN EUROPEAN DIV., GRADE 13, \$6,800.	4-27-44	PENDING APPROVAL IN MR. HARRIS' OFFICE
6	FRYER, E. REESEMAN	SPECIAL ASSISTANT, GRADE 14, \$8,700, CAMPS DIV. & FIELD OFFICES SERV. SEC.	4-28-44	HAS ENTERED ON DUTY PENDING TRANSFER FROM F.E.A.
7	ROMAN, AGNES	SR. ANALYST, GRADE 11, \$5,000, CHINA BR., FAR EASTERN DIV.	5-2-44	TO INVESTIGATION 5-4-44

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Date: WEEK ENDING
MAY 6TH 1944

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
8	OBER, HARRY	PRIN. ANALYST, YUGOSLAVIA BR., SOUTHERN EUROPEAN DIV. GRADE 12, \$6,000.	5-2-44	TO INVESTIGATION 5-4-44
9	DAUGHTERTY, ERNESTINE L.	SECRETARY GRADE 5, \$2,400 FAR EASTERN DIV., OTHER FAR EASTERN AREAS BR.	5-4-44	TO INVESTIGATION 5-5-44
10	BRYAN, NANCY J.	SECRETARY, GRADE 5, \$2,400 CENTRAL AND EASTERN EUROPEAN DIVISION, EASTERN BR.	5-5-44	RESIGNATION.
11	ELDERKIN, GENEVIEVE A.	SECRETARY, GRADE 5, \$2,400 CENTRAL & EASTERN EUROPEAN DIVISION, EASTERN BR.	5-5-44	FOR PERSONNEL ACTION

4 MAY 1944

TO: MR. MENSNIKOV
MR. ANDERSON
MR. COHEN

FROM: BENJAMIN ECKHAUS *BE*

SUBJECT: REPORT FOR WEEK ENDING MAY 3

THE MAIN ACTIVITIES DURING THE WEEK INCLUDED MEETINGS ON COMMUNICATIONS, THE INITIATION OF A SURVEY OF THE BUREAU OF AREAS REGARDING THE NUMBER OF CARBON COPIES OF COMMUNICATIONS PREPARED AND THE FILES MAINTAINED, AN ANALYSIS OF LETTERS SENT BY ORGANIZATION UNITS OTHER THAN THE BUREAU OF AREAS TO DETERMINE INSTANCES OF FAILURE TO CLEAR WITH THE BUREAU OF AREAS AND THE PREPARATION OF STATEMENTS OF GENERAL SPECIFICATIONS FOR REPORTS BY FIELD MISSIONS.

1. MEETINGS ON COMMUNICATIONS.

ON MAY 2, I ATTENDED A MEETING IN MR. WEIGEL'S OFFICE TO ARRIVE AT A FINAL ADMINISTRATIVE ORDER ON HANDLING INCOMING AND OUTGOING CABLEGRAMS. THE ESSENCE OF PREVIOUSLY PROPOSED ADMINISTRATIVE ORDERS WAS TO BE RETAINED. I OPPOSED ONE DEVIATION WHICH WAS STRONGLY SUGGESTED FOR SECURITY REASONS--THE REDUCTION OF THE NUMBER OF BOOKS OF CABLEGRAMS TO ONE COPY FOR EACH DIVISION OR BUREAU. IT IS PROBABLE THAT SOME ADJUSTMENT CAN BE MADE TO THE ADVANTAGE OF THE BUREAU OF AREAS. IT WAS AGREED THAT A PRELIMINARY DRAFT OF THE ADMINISTRATIVE ORDER WOULD BE CLEARED WITH ME BEFORE FINAL ADOPTION.

I ALSO ATTENDED A MEETING WITH MR. MATTHEWS OF THE OFFICE OF REGIONAL LIAISON. MR. HAMMER HAD ASSIGNED MR. MATTHEWS TO PREPARE A PROCEDURE ON THE USE OF THE STATE DEPARTMENT DIPLOMATIC POUCH SERVICE FOR THE TRANSMISSION OF LETTERS OVER-SEAS. MR. MATTHEWS WAS TO CONSULT WITH ME ON THIS MATTER. IN VIEW OF THE FACT THAT ORGANIZATION UNITS OTHER THAN THE BUREAU OF AREA HAD NOT BEEN CLEARING THEIR LETTERS TO CAIRO WITH THE BUREAU OF AREA, I PREVAILED UPON MR. MATTHEWS TO ENLARGE THE SCOPE OF THIS PROCEDURE TO COVER ALL ASPECTS OF THE PREPARATION, ROUTING AND CLEARING OF LETTERS BETWEEN FIELD AND HEADQUARTERS, AND MADE SUGGESTIONS AS TO INCLUSIONS.

AT THE REQUEST OF MR. VAN GELDER, I MET WITH HIM AND LATER WITH MR. HERWITZ TO DISCUSS A PRELIMINARY DRAFT OF AN ORDER DEFINING THE RELATIONSHIPS BETWEEN THE MAIL ROOM AND UNRRA HEADQUARTER ORGANIZATION UNITS ON CORRESPONDENCE. CERTAIN OMISSIONS PERTAINING TO BUREAU OF AREAS RESPONSIBILITY WERE POINTED OUT TO THEM AND THEY PROMISED THAT THE NECESSARY ADJUSTMENTS WOULD BE MADE.

A SIMILAR MEETING WAS ALSO HELD WITH MR. HERWITZ ON INCOMING AND OUTGOING DOMESTIC TELEGRAMS.

II. A SURVEY OF BUREAU OF AREAS PRACTICE IN PREPARING COMMUNICATIONS AND THE MAINTAINANCE OF FILES OF SUCH COMMUNICATIONS.

A SPOT SURVEY WAS MADE TO DETERMINE THE ROUTING OF COPIES OF COMMUNICATIONS ORIGINATING IN THE BUREAU OF AREAS. FINDINGS REVEALED UNNECESSARY MULTIPLICITY OF CARBON COPIES PREPARED AND FILES KEPT. MR. ANDERSON REQUESTED THAT THE SITUATION BE INVESTIGATED FURTHER AND THAT A BUREAU OF AREAS ORDER BE PREPARED AND ISSUED. A REPORT ON THE FINDINGS AND A DRAFT OF SUCH AN ORDER WILL BE READY IN A FEW DAYS.

III. SURVEY OF LETTERS TO THE FIELD PREPARED BY OTHER ORGANIZATION UNITS.

A SURVEY WAS MADE OF LETTERS EMANATING FROM ORGANIZATION UNITS OTHER THAN THE BUREAU OF AREAS TO DETERMINE WHETHER SUCH COMMUNICATIONS FOR CAIRO, CASABLANCA AND CHUNGKING WERE BEING CLEARED WITH THE BUREAU OF AREAS PRIOR TO DISPATCH. A TOTAL OF TEN LETTERS WERE DISPATCHED TO CAIRO BY OTHER ORGANIZATION UNITS DURING THE PERIOD, MARCH 27 THROUGH APRIL 24. NINE WERE NOT CLEARED WITH THE BUREAU OF AREAS. ONE LETTER WAS CLEARED BY ACCIDENT. AT MR. ANDERSON'S REQUEST, A MEMORANDUM WAS PREPARED FROM MR. MENSHIKOV TO MR. SALTER TO POINT OUT THIS DIFFICULTY BOTH AS TO LETTERS AND CABLEGRAMS, AND REQUESTED THE ISSUANCE OF AN INTERIM ORDER OF WHICH A COPY WAS ATTACHED.

IV. SPECIFICATIONS FOR REPORT BY FIELD ADMINISTRATION.

AT MR. ANDERSON'S REQUEST, THERE IS BEING PREPARED A STATEMENT ON THE SPECIFICATIONS FOR FIELD REPORTS. THIS STATEMENT WILL BE SUBMITTED IN A FEW DAYS.

BECKHAUS/bm

STATEMENT OF INCOMING ACTION COMMUNICATIONS
FOR THE BUREAU OF AREAS
FOR WEEK ENDING MAY 3, 1944

COMM. DATE	DATE	No.	POST	SUBJECT	ACTION ASSIGNED	REMARKS
5-1	5-3		CASABLANCA	LETTER: DRAFTED BY WILKINSON RE: MAY SALARY OVER-PAYMENTS MADE TO BECKELMAN BY FEA.		RECEIVED-TO BE FORWARDED 5-4
5-1	5-3	81	CAIRO	CABLE: DODGE AND BENNING ARRIVED IN CAIRO SATURDAY.	XANTHAKY	FAMILIES NOTIFIED 5-3
4-30	5-2	206	LONDON	CABLE: ALICE JACQUES, SECRETARY TO CONSIDER FOR BALKAN MISSION	XANTHAKY	A. JACQUES BEING CONSIDERED REPLY BY 5-5
4-27	5-1	200	LONDON	CABLE: APPOINTMENT OF LORD NORBURY.	XANTHAKY	BEING CONSIDERED. REPLY BY 5-5
4-26	5-1	74	CAIRO	CABLE: AML WANTS NURSES IN 11 REGIONS IN GREECE. CAN SUPPLY 3--WOULD LIKE US TO SUPPLY 5. REEKIE TO ASK TOPPING FOR 3.	XANTHAKY	BEING CONSIDERED IN MEDICAL DIV. REPLY NEXT WEEK.
4-26	5-1	73	CAIRO	CABLE: CONFERENCES WITH REEKIE COMPLETE. SEND: LAMBOREAU, OSINCUP, JACOBS. OPERATIONS IN MAIL.	XANTHAKY	BEING CONSIDERED IN MEDICAL DIV. REPLY NEXT WEEK.
4-26	5-1	72	CAIRO	CABLE: VOLUNTARY AND LIMITED NO. OF OPERATIONAL UNRRA PERSONNEL EXPECT TO STAY MAHDI.	XANTHAKY	PENDING MEETING WITH DAYTON 5-4
4-29	5-1	202	LONDON	CABLE: NEED MORE SPECIFIC INFORMATION FOR RECRUITING CANDIDATES FOR BALKAN OPERATIONS.	XANTHAKY	DELAYED BY BUDGET CONSIDERATION. REPLY BY 5-4.
4-29	4-29	78	CAIRO	CABLE: McNABB RECEIVED \$6,228 FROM FEA. WOULD LIKE YOUR VIEWS RE: APPROPRIATE LEVEL OF POSITION.	XANTHAKY	REPLY IN CLEARANCE DESPATCH 5-4

STATEMENT OF INCOMING ACTION COMMUNICATIONS

COMM. DATE	DATE	REC'D.	No.	POST	SUBJECT	ACTION ASSIGNED	REMARKS
4-27	4-29		76	CAIRO	CABLE: SALIENT POINTS AFFECTING MERRA TAKE-OVER ARE AS FOLLOWS: (LIST OF POINTS).	MENSHIKOV	CABLE #83 SENT 5-2 BY JACKSON
4-27	4-29	--	--	N. Y.C.	LETTER: FROM SURVIS RE: QUESTIONS ON WHAT TO WEAR, LUGGAGE, ETC.	XANTHAKY	POLICY BEING DETERMINED
4-28	4-29	--	--	MARYLAND	LETTER: FROM NANCY BRYAN SUBMITTING RESIGNATION.	RACICH	PENDING FORMAL NOTIFICATION TO PERSONNEL DIV.
4-24	4-28		67	CAIRO	CABLE: ARMY LOANING 5 STATION WAGONS--NOT RUGGED ENOUGH. SEND WAGONS AND 2 SEDANS.	XANTHAKY	CABLE 87 TO CAIRO ON 5-3.
4-25	4-28		192	LONDON	CABLE: NEW ZEALAND COMMISSIONER INFORMED GABSETT MANY PEOPLE IN NEW ZEALAND ANXIOUS TO VOLUNTEER FOR RELIEF WORK IN GREECE.	XANTHAKY	XANTHAKY AND MCGEACHY TO SEE N. Z. MINISTER IN D.C. ON 5-4.

STATEMENT OF PENDING INCOMING ACTION COMMUNICATIONS
FOR THE BUREAU OF AREAS

COMM. DATE	DATE REC'D.	No.	POST	SUBJECT	ACTION ASSIGNED	REMARKS
4-18	4-21	60	CAIRO	CABLE: H. DAVIS ARRIVING 29TH CONFER GREECE PLANNING. HILL UNDECIDED AS TO EC. ADVISER.	XANTHAKY	PENDING ANSWER FROM HILL.
4-19	4-20	168	LONDON	CABLE: JACKSON HAS LIST OF SELECTED CANDIDATES FOR HIGHER POSTS. WHAT ARE SALARIES AND ALLOWANCES FOR VARIOUS POSTS.	XANTHAKY	REPLY PROMISE 5-4.
4-11	4-20	17	CAIRO	CABLE: QUESTIONS RAISED BY ROSEMAN RE: LIVING EXPENSES IN CAIRO.	MAY	LETTER TO CAIRO 4-24
4-10	4-17	--	CASA-BLANCA	LETTER: FROM BECKELMAN ENCLOSING COPY OF LETTER TO CROWLEY SUBMITTING MATTER ON BUDGET AND JOB DESCRIPTIONS.	FLEXNER	PENDING BUDGET APPROVAL
4-25	4-26	--	CAIRO	RADIOGRAM: POSSIBILITIES LOANING RANKIN BY STATE DEPT. WHILE AWAITING HILL'S DECISION.	XANTHAKY	CABLE #86 TO CAIRO
4-12	4-18	53	CAIRO	CABLE: MERRA HAS FUNDS TO BUILD 1 MEDICAL CAIQUE. RECOMMEND 5. SUGGEST GREEK WAR RELIEF DEFRAID COST.	XANTHAKY	AGREEMENT BEING DRAFTED BETWEEN UNRRA AND GR. WAR RELIEF.
4-6	4-19	1	CHUNGKING	CABLE: REPORT ON MR. BROWN FOR HEALTH DIV. OF UNRRA. PRIVATE AGENCIES, GENERAL REPORT.	MAY	JACQUELIN Voluminous BEING RECORDED Material being prepared to conform with State Regulations.

COMMUNICATIONS HANDLED BY COMMUNICATIONS SECTION

DURING WEEK APRIL 27 THROUGH MAY 3
(BY TYPES AND NUMBER)

POST	CABLEGRAMS		LETTERS		DESPATCHES	
	FROM	TO	FROM	TO	FROM	TO
ACCRA	1	-	-	-	-	-
ALGIERS	-	3	-	-	-	-
BERN	2	1	-	-	-	-
CAIRO	16	9	-	1	1	-
CASABLANCA	-	-	1	-	-	-
CHUNGKING	1	2	-	-	-	-
GENEVA	-	1	-	-	-	-
ILLINOIS	-	-	-	1	-	-
ISTANBUL	-	-	-	-	2	-
LONDON	16	11	-	-	-	-
MADRID	1	-	-	-	-	-
MARYLAND	-	-	1	-	-	-
NEW YORK	-	-	1	1	-	-
OHIO	-	-	-	1	-	-
PENNSYLVANIA	-	-	1	-	-	-
WASHINGTON, D. C.	-	-	2	1	-	-
TOTALS	37	27	6	5	3	-

GRAND TOTAL 78

26 April 1944

TO: Mr. Menshikov
Mr. Anderson ✓
Mr. Cohen

FROM: Mr. Eckhaus *ES*

SUBJECT: Report for week ending 26 April 1944.

A basic procedure, "Communications Procedure for the Bureau of Areas" was issued and distributed. Other activities have been undertaken and continue relative to established and improved relations necessary to efficient operation of the Communications Section.

I. Issuance of Basic Procedure: On April 22nd, there was distributed to all members of Bureau of Areas, copies of the basic procedure for the handling of communications within the Bureau of Areas. Only two staff members have seen fit to comment about this procedure - "A" - Dr. Weik felt that he should be permitted to send certain letters over his own name.

"B" - Miss Flexner felt that she should be allowed to keep copies of cablegrams.

Regarding Point "A": Supplement to the "Communications Procedure for the Bureau of Areas" has been prepared and cleared with Mr. Cohen, Mr. Anderson, and Mr. Menshikov. This supplement will be issued not later than 27th of April.

Regarding Point "B": Miss Flexner was informed that cablegrams would be available at a central point classified by subject, post, date, etc.

Following the issuance of the basic procedure to the staff members of Bureau of Areas, a companion procedure defining detailed responsibility and flow of work within the Communications Section was formally developed and discussed and made available to all members of the Communications Section.

II. Increased Control of Correspondence and Domestic Telegram: Unofficial arrangements have been made with the mail room in Administrative Services, to forward to me all mail and telegrams emanating from the Bureau of Areas which do not bear my initials. This arrangement is designed to prevent independent communications by Bureau of Areas staff members.

This arrangement should be expanded in scope to cover all UNRRA Headquarters organization units sending communications which involve the Bureau of Areas. This however will probably not occur until the Bureau of Finance and Administration issues an Administrative Order on communications other than the one on cablegrams.

III. Elimination of Unnecessary steps in the Flow of Communications: The Communications Section has not been receiving, controlling, and circulating correspondence and domestic telegrams. Arrangements have been made with Mr. May and with the mail room for all such items to be routed directly to this office. This

TO: Mr. Menshikov
Mr. Anderson
Mr. Cohen

FROM: Mr. Eckhaus - page 2 -

arrangement is designed to eliminate an extra step, through the Field Services section, in the flow of communications.

I discussed with Phil Hammer, Administrative Assistant to the Director General, the necessity for reducing the number of outgoing items which are cleared with the Director General for approval. As a result of this discussion certain specifications were agreed on which will be improved as with experience. In the future, communications on non-program administrative matters need not be cleared through the Director General's Office before dispatch if there is simply involved a re-statement or application of established UNRRA policy. Examples as to subject matter are travel, allowances, air priorities, minor adjustments within the budget, personnel, administrative supplies and equipment, and space.

Regarding communications dealing with the program side of the work, clearance with the Director General will be required only on matters involving new policy. Re-statement, interpretation or application of established policy need not be cleared with the Director General except when so desired by the Deputy Director General.

IV. Relations with other Organization Units: The effort to become familiar with the functions and operating inter-relations of UNRRA major organizations units continues. A discussion has been held with Mr. Pierce and Mr. Hoehler about the Displaced Persons Division. As a result, a deeper insight of interest areas was developed and copies of cablegrams were dispatched to the division by the Communications Section in certain instances where it had been overlooked by the person in the Director General's office who is now doing the initial routing. In the coming week it is planned to gain information about the Bureau of Supplies and if time permits, about the Welfare and Industrial Rehabilitation Divisions.

Attached are three tables: The one entitled "Statement of Incoming Action Communications for the Bureau of Areas" shows what has occurred on all items received during the week ending April 26. The table entitled "Statement of Pending Incoming Action Communications" shows the action taken on items received and distributed before the past week. The table entitled "Communications Handled by Communications Section during week April 20 to 26th" summarizes the number of different types of communications handled by the Communications Section during the week ending 26 April.

B. Eckhaus:mmm

STATEMENT OF INCOMING ACTION COMMUNICATIONS

FOR THE BUREAU OF AREAS *

For Week Ending April 26, 1944

Commun. Date	Date Rec'd.	No.	Post	Subject	Action Assigned.	Remarks
4-18	4-21	60	Cairo	Cable: H. Davis arriving 29th confer Greece planning. Will Xanthaky consult Earhardt. Advise us what we may offer on Greece Mission. Hill undecided as to ec. adviser.	Xanthaky	Pending.
4-17	4-21	59	Cairo	Cable: Request earliest possible reply re: MacNabb	Xanthaky	Reply by cable 4-22
4-15	4-21		Casa- blanca	Letter - from F.E.A. to Becklemen: Re: Travel disbursements.	May	Letter forwarded 4-22
4-17	4-21	58	Cairo	Cable: Supplementing our 55 re: Youdin. Our recommendation \$4500 made on basis his present increased responsibilities during period prior establishment official mission budget and without prejudice Fryer's previous recommendation in our #24.	Xanthaky	Reply by Cable 4-22
4-19	4-20	168	London	Cable: We have given Jackson a list of selected candidates for higher posts who might be available - what are precise salaries and allowances for various posts.	Xanthaky	Pending.
4-11	4-20	17	Cairo	Cable: Questions raised by Roseman re: current living expenses in Cairo for UNRRA field staff. Please airmail 4 sets of allorders and bulletins	May	Pending

Commun. Date	Date Rec'd.	No.	Post	Subject	Action Assigned	Remarks
4-10	4-17		Casa- blanca	Letter: from Beckelman - "Am enclosing here- with a copy of my letter of today's date to Crowley. Submitting all matter pertaining to budget and individual job description.	Flaxner	Pending meeting.
4-25	4-26		Cairo	Radiogram: While awaiting Hill's decision sug- gest consult State possibilities loaning Rankin for Ec. adv. one of country missions since formerly Commerce Attache all three countries exp. engineering.	Xanthaky	Pending.
4-11	4-18		Cairo	Letter: Paying to employees the accrued annual leave due them by FEA. They had no knowledge of same until Roseman told them the D.C. offices had been taken care of.	May	Replied by cable #77 4-22

prepared by Communications Section
B. Eckhaus

STATEMENT OF PENDING INCOMING ACTION COMMUNICATIONS

FOR THE BUREAU OF AREAS

Commun. Date	Date Rec'd.	No.	Post	Subject	Assigned Action	Remarks
4-13	4-17	52	Cairo	Cable: Have conferred with Hughes--feels you should hasten Thompson for Emergency shelter planning: Greve to Welfare Camps	May Xanthaky	Cable #73 Sent 4-22
4-14	4-17	55	Cairo	Cable: Patterson, Executive Ass't. to Gerstenzang; Youdin to Roseman; Brownbridge to Archer in Greece and Welfare aspects Merrra camps. Sevaried assist Archer in Greece planning.	May	Cable #73 sent Cairo 4-22
4-12	4-18	53	Cairo	Cable: MERRA has funds to build only one medical caique. Recommend total program of 5. suggest Greek War Relief defray cost.	Xanthaky	Pending meet- ing in N.Y. with Greek War Relief
4-6	4-19	1	Chung- king	Cable: Report on Mr. Brown for health division of UNRRA. Private agencies; general report. Notify Mrs. Staley of receipt of report.	May Jacquelin	Pending.
4-4	4-7	38	Cairo	Cable: Lehman approves appointment of H. F. Fultz and McNabb. Arrange transfers: also send 300 copies of UNRRA blanks.	Anderson	Forms sent 4-7. McNabb Fultz tran- sfers pend- ing.

1
1
COMMUNICATIONS HANDLED BY COMMUNICATIONS SECTION
DURING WEEK APRIL 20 THROUGH 26
(BY TYPES AND NUMBER)

POST	CABLEGRAMS		AIRGRAMS		CORRESPONDENCE		TELEGRAM		RADIOGRAMS	
	From	To	From	To	From	To	From	To	From	To
Algiers	1	1	-	-	-	-	-	-	-	-
Bern	1	-	-	-	-	-	-	-	-	-
Cairo	4	7	1		3	4	-	-	2	
Casablanca	-	5	-	-	1	2	-	-	-	-
Chungking	1	2	-	-	2	-	-	-	-	-
London	2	18	-	-	-	1	-	-	-	-
Moscow	1	-	-	-	-	-	-	-	-	-
TOTALS:	29	33	1	-	6	7	-	-	2	-

GRAND TOTAL - 78

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Bureau of Areas, UNRRA

Date: Week ending
April 29, 1944.

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
1	LARSEN, Emmanuel S.	Principal Analyst, Far Eastern Division, China Br., Grade 12, \$5,000.	2-29-44	Delayed because of salary and qualifications questions
2	THOMAS, Opal B.	Sr. Analyst, Grade 11, \$4,500. Western & Northern European Div. Western Br.	3-21-44	Being held pending decision on salary and qualifica- tion questions.
3	FRANCK, Louis R.	Principal Analyst, Western & Northern European Div., Western Br., Grade 12, \$6,000.	2-28-44	Transfer from OSS re- quested 4-20-44
4	MOTT, Gertrude H.	Administrative Assistant, Office Deputy Director General, Grade 7, \$3,200.	4-17-44	Transfer from OCD re- quested 4-25-44
5	BEENHOUWER, Harold	Chief, Northern European Br., Western & Northern European Div. Grade 13, \$6,800.	4-27-44	Referred to Budget 4-27-44
6	FRYER, E. Reese	Special Assistant, Grade 14, \$8,700., Camps Div., and Field Offices Service Section.	4-28-44	Referred to Budget 4-27-44

WEEKLY REPORT OF
PERSONNEL APPOINTMENTS
Bureau of Areas, UNRRA

Date:

Week ending
April 29, 1944

No.	Name	Classification, Title, Salary, Position	Date Reported For Duty	Type Action
	CHEN, Kwang Yuen	Head Professional and Adminis- trative, Grade 13, \$7,000. Far Eastern Division.	April 24, 1944	New Appointment

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

21 April 1944

TO: MR. ANDERSON

FROM: MR. ECKHAUS *ME*

Transmitted herewith is a report of the status of incoming action cablegrams, and a report for the Bureau of Areas, received during week ending April 19th, 1944, and a summary of all communications received during that week by types.

B. Eckhaus :mmm

Apr. 13-19

COMMUNICATIONS HANDLED BY COMMUNICATIONS SECTION
DURING WEEK APRIL 13 THROUGH 19
(BY TYPES AND NUMBER)

POST	CABLEGRAMS		AIRGRAMS		CORRESPONDENCE		TELEGRAM	
	From	To	From	To	From	To	From	To
BERN	1	-	-	-	-	-	-	-
CAIRO	5	9	-	-	-	2	-	-
CASABLANCA	3	1	2	-	2	1	-	-
CHUNGKING	2	2	-	-	-	2	-	-
LONDON	12	21	-	-	-	1	-	-
NEW JERSEY	-	-	-	-	-	-	-	1
NEW YORK	-	-	-	-	-	-	-	1
TOTALS	23	33	2	-	2	6	-	2

GRAND TOTAL 68

STATEMENT OF INCOMING ACTION COMMUNICATIONS

FOR THE BUREAU OF AREAS *

For Week Ending April 19, 1944

Commun. Date	Date Rec'd.	No.	Post	Subject	Action Assigned	Remarks
4-12	4-13	152	Londen	Morris and Sluchan arrived. Jackson on May 10th.	May	Teleg. sent to families. 4-14
4-10	4-13	3	Casa- blanca	Jackson suggest advising you re: Tyson proceeding Cairo--to be replaced from D.C.. Necessary to have File before camp opens.	May	Cable to Casa- blanca. 4-19
4-13	4-17	3	Chung- king	Health Administration states Dr. Grant is coming for 3 or 4 weeks in late May. Important we have details and confirmation.	Jacquelin	Cable to Chung- king. 4-19
4-13	4-17	52	Cairo	Have conferred with Hughes--feels you should hasten Thompson for Emergency shelter planning; Greve to Welfare Camp	May Xanthaky	Pending (Xanthaky getting in touch Adams & Knapp)
4-14	4-17	55	Cairo	Patterson, Executive Ass't. to Gerstenzang; Youdin to Roseman; Brownbridge to Archer in Greece and Welfare aspects Werra camps. Severied assist Archer in Greece planning.	May	Pending (new budget)
4-14	4-17	56	Cairo	Wright requests Crabtree see Gen. Jones on return re: letter covering urgent need DUT in refugee camps. Sappington, Aldridge and Zuger arrived Cairo Apr. 13. Rease inform families.	May	Families not- ified. 4-17

* All action communications for this week were cables.

WEEKLY REPORT OF
PERSONNEL APPOINTMENTS

Bureau of Areas, UNRRA

Date: **Week ending
April 22, 1944.**

No.	Name	Classification, Title, Salary, Position	Date Reported For Duty	Type Action
1	McKinnon, Mary	Stenographer, Communications Section, Grade 4, \$2,200.00	Entered on duty April 20, 1944	New appointment
2	Weisl, Frank	Chief, Eastern Br., Central and Eastern European Division, Grade 13, \$7,000.00	Entered on duty April 17, 1944	New appointment
3	Coopersmith, Hilda	Stenographer, Studies Coord. Section, Grade 4, \$2,200.00	Entered on duty April 17, 1944	New appointment
4	Morris, Geraldine F.	Assistant Professional, Grade 8, \$3,600.00, Field Offices Section.	Entered on duty April 17, 1944	New appointment

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Bureau of Areas, UNRRA

Date:

Week ending

April 22, 1944.

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
1	Larsen, Emanuel	Principal Analyst, Far Eastern Division, China Br., Grade 12, \$6,000.00	Feb. 29, 1944	Delayed because of salary and qualifica- tion questions
2	Chen, Kwang Yuen	Head Professional and Admin- istrative, Far Eastern Division Grade 13, \$7,000.00	Mar. 20, 1944	To report for duty April 24, 1944
3	Thomas, Opal B.	Sr. Analyst, Grade 11, \$4,500.00 Western and Northern European Division, Western Branch.	Mar. 21, 1944	Being held pending de- cision on salary and qualification questions
4	Franck, Louis R.	Principal Analyst, Western and Northern European Division, Western Br., Grade 12, \$6,000.00	Feb. 28, 1944	War Transfer requested April 20, 1944.
5	Mott, Gertrude H.	Administrative Assistant, Grade	April 17, 1944	Referred to Budget Office April 21, 1944
6	Cole, Mary C.	Jr. Analyst, Studies Coord. Section, Grade 8, \$3,900.00	April 21, 1944	Transfer from Personnel Div., referred to Budget, April 21, 1944
7	Berger, Marie Cole	Sr. Economist, Distribution Section, Grade 11, \$5,300.00	April 20, 1944	Transfer from Bureau of Supplies to Bureau of Areas.

April 14, 1944

TO: Mr. Menshikov
FROM: Dewey Anderson

Submitted herewith is the recapitulation
on the status of communications received in the
Bureau of Areas for the week ending April 12, 1944.

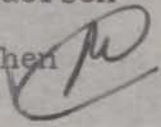
Attachment

Apr 5-12

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

14 April 1944

To: Mr. Anderson

From: Mr. Cohen 

It was my understanding at the Staff Meeting in Mr. Menshikov's office that the weekly Progress Report from all of the Sections and Divisions should be discontinued. I should imagine, however, that both you and Mr. Menshikov would want to continue to receive a weekly recapitulation on the status of communications and of personnel actions. We will continue to submit to you from this office the recapitulation on communications, and by a copy of this memorandum I am suggesting to Mr. May and Miss Racich that they submit directly to you the weekly report on personnel actions.

cc - Mr. May
Miss Racich

Attachment - Communications Recap.

MCohen/rr

COMMUNICATIONS HANDLED BY COMMUNICATIONS SECTION

FOR THE WEEK ENDING WEDNESDAY 4-12-44
(By Types and Numbers)

POST	CABLEGRAMS		AIRGRAMS		CORRESPONDENCE		TELEGRAMS	
	From	To	From	To	From	To	From	To
ALGIERS	2	-	-	-	-	-	-	-
CAIRO	16	7	1	1	-	1	-	-
CASABLANCA	2	2	4	-	-	-	-	-
CHUNGKING	1	-	-	-	-	-	-	-
CUBA	1	-	-	-	-	-	-	-
GENEVA	1	-	-	-	-	-	-	-
LONDON	16	18	-	-	-	1	-	-
NEW DELHI	1	-	-	-	-	-	-	-
PORT AU PRINCE	1	-	-	-	-	-	-	-
STOCKHOLM	1	-	-	-	-	-	-	-
TOTALS	42	27	5	1	-	2	-	-

GRAND TOTAL 77

STATEMENT OF INCOMING ACTION
COMMUNICATIONS HANDLED BY
COMMUNICATIONS SECTION FOR
WEEK ENDING APRIL 12, 1944.

INCOMING COMMUNICATIONS

Sheet No. 4

Date	Commun. Date	Type	Post From	No.	Date Rec'd.	Subject and Reference	Action Assigned	Action Taken	Date of Action
3-28	LET-TER	CASA-BLANCA	--		4-5-44	LETTER REQUESTING OFFICE SUPPLIES WHICH CAN BE GOTTEN IN LISBON UNTIL U.S. SUPPLIES ARRIVE	SIBLEY	REFERRED TO FEA	4-5
3-30	LET-TER	CASA-BLANCA	--		4-6-44	REFER: #8 TO CASABLANCA ON 3-28. PERSONNEL AT CASABLANCA: KERZE, GRIEVE, FINLEY	MAY	CABLE SENT	4-8
4-30	CABLE	CAIRO	37 (800 STATE)		4-6-44	GREENE INDISPENSABLE IN CASABLANCA SUGGEST LOAN OF TIPON OR SUBSTITUTE FROM WASHINGTON.	MAY RACICH	CABLE SENT	4-8
4-4	CABLE	CAIRO	36 (811 STATE)		4-6-44	REFER: #46 TO CAIRO. LEHMAN APPROVES SENDING VASSARDAKI, MANUSAKI. SEND RACICH, BYRON, KIRKBRIDE, MEELETT, VASSARDAKI, MANUSAKI. BORNE NOT NEEDED YET.	MAY	TRAVEL ARRANGEMENTS BEING MADE.	4-7
4-4	CABLE	CAIRO	38		4-7-44	LEHMAN APPROVED APPOINTMENT OF H.T.FULTZ AND McNABB. ARRANGE TRANSFERS--SEND 300 COPIES OF UNRRA BLANKS	ANDERSON SIBLEY	CABLE SENT	4-7
4-4	CABLE	CAIRO	44		4-7-44	SEND SETS OF GREEK-YUGO AND ALBANIA PLANS AT ONCE.	XANTHAKY	REPLY BY AIR MAIL LETTER	4-8

CABLES PENDING ACTION AS OF WEEK ENDING
APRIL 5, 1944.

INCOMING COMMUNICATIONS

Sheet No.

Date Commun. Date	Type	Post From	No.	Date Rec'd.	Subject and Reference	Action Assigned	Action Taken	Date of Action
3-24	LETTER	CASA- BLANCA	--	3-30-44	REQUESTS CHECK MADE ON CABLES TO CASA- BLANCA RE: CASABLANCA CAMPS.	FLEXNER	REPLY BY AIR MAIL LETTER	4-13
3-20	LETTER	CAIRO	--	3-30-44	REFER: LETTER TO CAIRO BY ANDERSON 3-2. LETTER AND INCLOSURES RE: LIVING COSTS FOR UNRRA PERSONNEL INADEQUATE IN CAIRO	SIBLEY	REPLY BY LETTER	4-12

WEEKLY REPORT OF
PERSONNEL APPOINTMENTS

Bureau of Areas, UNRRA

Date: **Week ending
April 15, 1944**

No.	Name	Classification, Title, Salary, Position	Date Reported For Duty	Type Action
1	Jacquelin, Dorothy	Sr. Analyst, Grade 11 \$5,000.00; Far Eastern Division Branch (other than China)	4-10-44	New Appointment
2	Young, Astrid I.	Secretary II, Grade 6 \$2,800.00, Far Eastern Division	4-10-44	New Appointment
3	Gates, Marian	Secretary I, Grade 5 \$2,400.00, Western & Northern European Division	4-13-44	New Appointment

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Date: **Week ending April 15
1944.**

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
1	McKinnon, Mary	Stenographer, Grade 4, \$2,200.00	Feb. 23, 1944	To report April 19, 1944
2	Larsen, Emmanuel S.	Principal Analyst, Far Eastern Division China Br. Grade 12, \$6,000.00	Feb. 29, 1944	Delayed because of salary and qualifica- tion questions
3	Sturmthal, Adolph F.	Chief of Northern Branch Western & Northern European Division, Grade 13, \$7,000.00	Feb. 29, 1944	Temporarily cancelled pending final policy decision.
4	Weisl, Frank	Chief of Eastern Branch, Central & Eastern European Division, Grade 13, \$7,000.00	March 2, 1944	To report April 17, 1944
5	Coopersmith, Hilda	Stenographer, Grade 4, \$2,200.00, Studies and Coordination Section	March 15, 1944	To report April 17, 1944
6	Chen, Kwang Yuen	Head Professional & Adminis- trative, Grade 13, \$7,000.00 Far Eastern Division	March 20, 1944	Delayed due to question of qualifications, salary and nationality.
7	Thomas, Opal B.	Senior Analyst	March 21, 1944	Delayed due to question of qualifica- tions and salary.
8	Morris, Geraldine	Ass't. Prof., Grade 8, \$3,600; Field Offices Services Section	April 3, 1944	To report April 17, 1944

PROGRESS REPORT
of the
BUREAU OF AREAS

Number 5, March 30 - April 5, 1944

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Mar 30 - Apr 5

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Date: **Week ending
April 15, 1944.**

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
9	Mott, Gertrude Haywood	Administrative Ass't. Grade 7, \$3200, Office, Deputy Director General	April 17, 1944	Referred to Personnel for investigation and action.
10	Franck, Louis E.	Principal Analyst Western & Northern European Division, Western Branch, Grade 12, \$6,000.00	Feb. 28, 1944	Delayed because of policy decision re. nationals of other countries.

I

ORGANIZATION

Training Program for Bureau of Areas Field Personnel

At the request of the Training Branch, the Bureau of Areas has submitted preliminary data on the content and time allotments of the Training Program for Bureau of Areas Field Personnel. Further clarification and detailed work will be done following the meeting of the Committee on Training, April 8, where the overall UNRRA Training Program will be discussed. Mr. Cohen has been delegated responsibility for the Training Program in the Bureau of Areas.

II

OPERATIONS

Central and Eastern European Division

The German Project - The analysis of the OSS material on Greater Germany is proceeding, and conferences have been held with a number of FEA staff members on German and Central European problems. The sub-project on foreign labor in Germany is being carried out as planned, and discussions have been held with members of the Displaced Persons Division as to the problems involved.

Work on Finland - Material from the FEA files on food and agriculture has been examined and extracts made for future use in connection with Finland's food requirements.

Southern European Division

Work on Greece - Representatives of the Division attended a conference of the Inter-Agency Committee on Greek Relief, and one on conditions in Greece, held at FEA, where the head of the American Farm School of Salonica spoke to the group. A report on the latter was prepared for Mr. Menshikov.

Other reports prepared for Mr. Menshikov included

- Greek currant production
- Greek soap manufacturing industry
- German-Greek trade
- Arbitration of German-Greek Trade Disputes
- Movement of Refugees in the Middle East under
MERRA auspices
- Interview with Mr. Sbarounis, the alternate
member of the Council for Greece

Material for the Training Program - A list of material for reference use in the Training Program was prepared by the Division.

Work on Yugoslavia - A preliminary study on the cooperatives in Yugoslavia was completed.

Conferences were held with the Agricultural Division and with FEA specialists on the subject of agricultural conditions in Yugoslavia.

Work on the selection of "critical regions" and the economic conditions in each is proceeding.

Western and Northern Division

Area Operating Program - Statements as to the probable character and extent of UNRRA responsibilities in France and in Belgium-Luxembourg have been prepared.

Requirements Estimates - Statements on the requirements for the first six months after liberation in France and Belgium were obtained from the respective missions. This problem was also discussed with Belgian Embassy officials who had previously submitted such a statement.

Population Study - The first draft of an area program population section on Belgium-Luxembourg has been started.

Studied Coordination Section

Organization of the Intelligence Functions - A number of reports have been requested from OSS and FEA and arrangements have been made for Bureau of Areas people to meet various staff members of the two agencies.

A secretary has been provided Mr. Weisman of FEA to help him complete the report on the distribution of relief supplies in Yugoslavia.

Mr. Sayre's office has been requested to secure copies of the British Basic Handbooks on all areas in which UNRRA is interested.

Research Materials - Miss Shurcliff has prepared a list by countries of the reports of the former Reoccupation Division of the BEW and has circulated them in the Bureau of Areas along with FEA's "Preliminary Draft of Manual of Operations for the Importation and Distribution of Civilian Supplies in Liberated Areas."

Training Program - A request from the Training Branch to prepare a list of material to be used in the training of field personnel has been passed along to the Area Division Chiefs who are now preparing detailed bibliographies.

Classification System for Area Division Files - Comments on the proposed file classification system have been received from the various divisions and have been embodied in the final draft. The alphabetical index of the system is now in preparation and upon its completion, the system will be installed by all Area Divisions.

Refugee Camp Division

Camp Marshal Lyautey, Casablanca - Mr. Beckelman's memorandum outlining supplies urgently needed has been turned over to Mr. Hackman who will request the supplies through Treasury Procurement.

MERRA Camps - A cable has been sent to Camp El Shatt by the Welfare Division stating that until MERRA operations have been formally transferred to UNRRA, it will be inappropriate for UNRRA to furnish money for the supplies requested or for other activities.

Supply Problems - At the request of Mr. Isikoff of the Bureau of Supply, a memorandum has been drawn up outlining the special supply problems anticipated in operating refugee camps. These problems fall into two phases: the immediate one of operating those camps already established which UNRRA proposes to take over from FEA and MERRA, and the one concerned with camps to be set up in liberated areas.

Recruiting of Personnel - In connection with the recruiting of personnel for the field, a conversation with Dr. John Provence of WRA revealed that in his opinion it will be difficult to compete with WRA in the recruiting of camp personnel due to the discrepancy in salaries.

Communications Section

Communications Procedure - A procedure which defines the relations and responsibilities of Bureau of Areas operating personnel on all incoming and outgoing communications has been completed and discussion copies will be circulated by the end of the week.

An investigation of the causes of delay in receiving cables delivered through the State Department has been undertaken.

A summary of incoming cables for action in the Bureau of Areas is attached.

III

ADMINISTRATION

Field Services Section

Mr. Arthur A. May entered on duty as Chief of the Field Services Section.

Certificate of Identity - Final approval has been secured for the printing and binding of Certificate of Identity forms to be used by UNRRA personnel travelling abroad. The forms will be ready for issuance May 1 and will be presented to field employees at the time they receive their passports.

Uniforms - Drawings of possible uniform insignia have been prepared by the Public Information Division and will be circulated in the Bureau of Areas for comment.

Arrivals

Cairo	Alvin J. Roseman	3/31/44
Chungking	Owen L. Dawson	4/5/44
	A. Eugene Staley	4/5/44

Departures

Cairo	Dr. Zuger, USPES	4/5/44
	Dr. Sappington "	4/5/44
	Mr. Aldridge "	4/5/44

Headquarters Services Section

A list of personnel actions within the Bureau of Areas is attached.

Personnel Budget - Balkan Mission

All Divisions and Bureaus were authorized to begin recruitment on the approved portion of the Balkan Mission Personnel Budget. Under date of April 5, 1944, a memorandum was sent to all Divisions and Bureaus listing positions against which recruitment could be started immediately. All Divisions and Bureaus were requested to submit to the Bureau of Areas immediately a list of positions to be allocated to London for recruitment there.

A list of all field personnel available for assignment on the field line budget was submitted to all Bureau and Division Chiefs with the request that these individuals be given consideration for assignment.

STATEMENT OF INCOMING ACTION COMMUNICATIONS

PREPARED BY COMMUNICATIONS SECTION.

From: Ann Racich

WEEKLY REPORT OF
PERSONNEL APPOINTMENTS

Date: Week Ending
April 8, 1944

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Reported For Duty	Type Action
1.	Tereshtenko, Valery	Principal Analyst Grade 12 - \$5,300.00 Eastern Branch Central & Eastern European Div.	April 3, 1944	New appointment
2.	Bashkin, Helen	Secretary I, Grade 5, \$2,400.00 Northern Branch Western & Northern European Div.	April 3, 1944	New appointment
3.	Bryan, Nancy	Secretary I, Grade 5, \$2,400.00 Eastern Branch Central & Eastern European Div.	April 3, 1944	New appointment
4.	Moberly, Barbara	Stenographer, Gr. 4, \$2,200.00 Office of Deputy Director Gen.	April 3, 1944	New appointment
5.	Brodsky, Beatrice	Secty. II, Grade 6, \$2,800.00 Western & Northern European Div.	April 3, 1944	New appointment

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONSDate: **Week Ending
April 8, 1944**

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
1	McKinnon, Mary H.	Stenographer, GR. 4, \$2,200	Feb. 23, 1944	Received answer to telegram 4/8/44-- Waiting for transportation.
2	Moreland, Sue McCall	Cancelled 4-3-44; position eliminated.		
3	Jacquelin, Dorothy	Senior Analyst, Grade 11, \$5,000 Far Eastern Division	2/23/44	To enter on duty 4/10/44
4	Larsen, Emanuel S.	Principal Analyst Far Eastern Division China Branch Gr. 12 (\$6,000)	2/29/44	Everything cleared but salary question.
5	Tewksbury, Donald G.	Consultant Far Eastern Division Grade 13 \$8,000	3/1/44	Cancelled because position was eliminated from budget.
6	Weisl, Frank	Chief of Eastern Branch - Central & Eastern European Division Grade 13, \$7,000	3/2/44	Hired to report for duty 4/6/44
7	Young, Astrid I.	Secretary II Grade 6, \$2,800 Far Eastern Division	3/11/44	To enter on duty 4/10/44
8	Coopersmith, Hilda	Stenographer Grade 4, \$2,200 Studies Coordination Section	3/15/44	To enter on duty 4/17/44

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Date: **Week ending
April 8, 1944**

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
9	Gates, Marian	Secretary I Grade 5, \$2,400 Western & Northern European Division	3/17/44	To enter on duty 4/10/44
10	Chen, Kwang Yuen	Head Professional & Adminis- trative, Grade 13, \$7,000 Far Eastern Division	3/20/44	Being delayed due to qualifications for position..
11	Thomas, Opal B.	Senior Analyst	3/21/44	Pending approval by Mr. Harris regarding salary.
12	Morris, Geraldine	Asst. Prof. Grade 8, \$3,600 Field Offices Service Section	4/3/44	To enter on duty 4/10/44
13	Sturmthal, Adolph F.	Chief of Northern Branch Western & Northern European Division Grade 13, \$7,000.	2/29/44	Everything cleared but question of nationality.

PROGRESS REPORT
of the
BUREAU OF AREAS

Number 4, March 23 - March 30, 1944

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Mar 23 - 30

I

ORGANIZATION

Field Budgets

Messrs. Anderson, Cohen, Rezak and Sorieri spent the major portion of the week working on the second and third drafts of the Balkan Mission Personnel Budget. Individual meetings were held with all Divisions and Bureaus, and at the end of the week the proposed Budget was discussed with Sir Arthur Salter. The Budget has been distributed to the various Divisions and Bureaus for final discussion with Sir Arthur Salter.

II

OPERATIONS

Area Operating Programs

The changes suggested at the staff meeting on March 23 in the draft outline of area operating programs are being completed by Mrs. Ryshpan.

Central and Eastern European Division

The "German Project" - Extensive material on Germany including several special maps of Central Europe, showing the location of industries, railways, etc., has been received from OSS and is being analyzed.

A conference was held with Dr. John Richter, OFAR, on Central European problems in food and agriculture.

A memorandum on "Separatism in Germany's Economic Research" was prepared and circulated.

A sub-project on foreign labor in Germany, likely to be of considerable importance in UNRRA activities, has been undertaken and material is being collected on this subject.

Work on Czechoslovakia - Material is being collected on the population of Czechoslovakia by age group, occupation, etc.

A comparison of the Leith-Ross and the Young-Sinclair estimates have been made on several items in regard to Czechoslovakia, and careful attention was given the tentative food

estimates prepared by the Bureau of Supply.

Labor and social conditions in Czechoslovakia were discussed with Dr. I. Stolz of the Czechoslovak Economic Service in the United States.

Southern European Division

Intelligence - Comments were prepared on the draft statement by the committee on economic and social intelligence and the matter was discussed with Mrs. Ryshpan and Mr. Leonard.

Reports Prepared - The following reports on Greece were prepared for Mr. Menshikov:

Tobacco Crops
Public Finance; Public Relief; Prices and Daily Rations;
Banks; Agriculture
Greek Refugees in the Middle East; Greek War Relief
Association

Yugoslav Branch

Requirements - Estimates of truck requirements for the Yugoslav mission were prepared and transmitted to the Bureau of Supply.

Administrative Districts - The work on the districting and selecting of "critical areas" was continued for the purpose of setting up priority regions.

Western and Northern European Division

Chief of Divisions - Mr. Victor Rodnov has entered on duty as Chief of the Western and Northern European Division.

Western Branch

Work on France - The draft of the section on population for an area program for France has been completed.

Mr. Welk attended a lecture and discussion meeting sponsored by FEA at which the former Director of Civilian Relief Problems in France for the American Red Cross, gave an account of Red Cross work in Southern France before the German occupation.

Work on Belgium - The study and classification of informational materials obtained from the Belgian Embassy on current economic and social conditions in Belgium, has been completed.

Interviewing of Personnel - After obtaining Mr. Rosenstock-Franc's acceptance of the post of principal analyst, a number of candidates for the position of senior analyst were interviewed and Dr. Cahn-Debre was selected.

Requirements Data - A considerable amount of material on requirements data for France and Belgium has been obtained from the Bureau of Supply for study.

Studies Coordination Section

Organization of the Intelligence Functions of UNRRA - Until such time as permanent arrangements can be made, Mrs. Ryshpan has been designated as liaison officer with OSS. A memorandum was issued by Mr. Menshikov asking that all requests for information and materials from U.S. Government agencies be channeled through Mrs. Ryshpan until the Committee on Information arrives at a more permanent procedure.

Arrangements have been made with Mr. Wallace Cohen, Assistant to the Chief of the Liberated Areas Division of FEA and with Mr. Weisman, also of FEA, for the use of material in their files. It was suggested that a representative of UNRRA go through the files of completed studies to determine which of them should be made available to the UNRRA staff. Further arrangements were made to provide Mr. Weisman with stenographic and clerical personnel from UNRRA in order that he may finish his detailed study on the distribution of relief supplies in Yugoslavia.

Classification System for the Area Division Files - A draft of a proposed classification system for the Area Division files has been circulated among the members of the staff of the Bureau of Areas for comment.

Research Materials - The study of research materials available in the library or at U.S. agencies is continuing under the direction of Miss Shurcliff. A list of foreign periodicals available at the Library of Congress was circulated in the Bureau of Areas and the other Divisions of UNRRA during the past week, and a list of periodicals available in the UNRRA library was prepared.

Agenda for the Second Conference of UNRRA - At Mr. Menshikov's suggestion, Mrs. Ryshpan has been examining the resolutions passed at the last UNRRA conference with a view to suggesting matters for discussion at the next conference.

Refugee Camp Section

Camp Marshal Lyautey - A meeting with representatives of the Bureau of Supply was held to discuss the question of food supplies for the camp. It was agreed that in view of the shipping situation, every effort should be made to rely on available resources in North Africa.

Negotiations have ended and refugees are due to arrive on April 15 at the Casablanca camp. A communication to this effect stressed the necessity for immediate shipment of findings

previously requisitioned. This matter is being taken up with FEA with whom arrangements had been made previously.

MERRA Camps - Discussion is under way with the Welfare Division and the Bureau of Supply regarding action to be taken in answer to a cabled request from Cairo for supplies for the Yugoslav refugees at El Shatt.

A cable was sent to Governor Lehman in Cairo requesting that he transmit information on the number of camps that UNRRA is likely to operate in the Middle East, the probable number of refugees and the number and types of personnel needed to supervise and operate the camp programs. This information will be necessary to the preparation of budgets for the Middle East.

Colonia Santa Rosa, Mexico - The various problems arising in connection with the administration of this camp were discussed with Mr. Henry J. Osinski, Executive Secretary of the Polish War Relief, prior to his departure for Mexico. Mr. Osinski will provide the Refugee Camp Section with a report on his investigations of the camp upon his return.

Preparations for Mission and District Offices - At the request of the Budget Division, a preliminary list of job descriptions for the five types of positions to be filled at Mission and District offices was drawn up.

A meeting with the Welfare Division was held concerning the cooperation between the two units in the use of private agency personnel in the field. It was arranged that the Camp Section would have a representative at the meetings of the American Council of Voluntary Societies Personnel Division so that suggestions may be made as to the types of personnel needed in camps.

General - Discussions were held with a number of individuals who have had experience in refugee work. In this way, the section has secured information on work in France and at Camp Pouka Marine in North Africa.

Dr. Hertha Kraus of Bryn Mawr College has agreed to cooperate in securing information on types of projects which have been successful in the refugee camps in Europe. Dr. Kraus joined Miss Flexner and Mr. Jan Vanteylingen, the camp engineer to be employed by the Industrial Rehabilitation Division, in a discussion as to the best plans and lay-outs for refugee camps.

Communications Section

Chief of Section - Mr. Benjamin Eckhaus entered on duty as chief of the Communication Section on March 27.

Communications - A draft proposal covering handling of all communications within the Bureau of Areas is being prepared by Mr. Eckhaus.

A summary of all communications handled during the week

and a list of incoming communications requiring action within the Bureau of Areas are attached.

III

ADMINISTRATION

Field Services Section

Field Personnel

U.S. Public Health Service personnel being processed for Cairo:

Lt. Col. E. E. Sappington	Major Bernard Zuger
Lt. Col. Katharine Dodge	L. Ann Conley
Major F. F. Aldridge	M. Frances Frazier

Travel arrangements being made for:

Christopher Janus	Gertrude Byron
Ann Racich	Mary Kirkbride
Jean Mellett	Dorothy Borne

Change of Headquarters:

Algiers to Casablanca	- Moses Beckelman
Algiers to Cairo	- Katrine Greene

Arrivals: From London, March 28	- E. Reeseaman Fryer
At London, March 24	- J. Krane

Travel - The first draft of the handbook, tentatively called "The Complete Traveller" has been circulated to interested persons in UNRRA for comment.

Procurement - The Administrative Services Division has been requested to procure fifteen typewriters for the immediate use of the Cairo office and fifteen more for shipment in July.

A plan which provides that the Administrative Officer of a field mission be responsible for obtaining supplies at the nearest available source, rather than having them shipped from a central point, has been prepared for Mr. Van Gelder's approval.

Headquarters Services Section

Personnel Actions - A list of personnel actions within the Bureau of Areas is attached.

COMMUNICATIONS HANDLED BY COMMUNICATIONS SECTION
DURING WEEK MARCH 23 THROUGH 29
BY TYPES AND NUMBER

POST	CABLEGRAMS		AIRGRAMS		CORRESPONDENCE		TELEGRAM	
	FROM	TO	FROM	TO	FROM	TO	FROM	TO
ALGIERS	-	4	-	-	1	-	-	-
CAIRO	11	7	2	-	-	-	-	-
CASABLANCA	1	2	-	-	-	-	-	-
CHUNGKING	-	1	-	-	-	-	-	-
GENEVA	1	-	-	-	-	-	-	-
KARACHI	1	-	-	-	-	-	-	-
LISBON	-	1	-	-	-	-	-	-
LONDON	17	15	-	1	-	-	-	-
STOCKHOLM	1	-	-	-	-	-	-	-
TOTALS	32	30	2	1	1	-	-	-

GRAND TOTAL 66

STATEMENT OF INCOMING ACTION COMMUNICATIONS
FOR THE BUREAU OF AREAS FOR THE PERIOD MARCH 23-29

Date 3-22-44 3-29-44

INCOMING COMMUNICATIONS

Sheet No. 1

Commun. Date	Type	Post From	No.	Date Rec'd.	Subject and Reference	Action Assigned	Action Taken	Date of Action
3-19	Cable	Karachi	33	3-22	Asks for news on developments in E. Q. of UNRRA	Leonard	Action pending cable	
3-19	Cable	Cairo	20	3-23	Stenographic help needed in Cairo office	Hasich	Action cable 3-30 sent 3-30	
3-9	Cable	Cairo	78	3-23	Balkan matters to be separated from Middle East Defense Com., etc.	Xanthaky	Subject referred to Lehman in Cairo by Cable of 3-22	3-22
3-14	Cable	Stockholm	880	3-23	Discusses Swedish gov'ts. continuing relief to Greece after liberation	Xanthaky	Cable sent to Lehman for discussion there	3-30
3-18	Cable	London	no # (2322)	3-23	War office proposals for Greece Refer #62 to London	Xanthaky	Acted upon in Cairo by Xanthaky and Lehman	Cable repeated to Cairo 3-18
3-19	Cable	Cairo	646	3-23	Xanthaky arrived Cairo-saw Casablanca Camps, etc.	Xanthaky	notified families	3-23

Date 3-22-44 to 3-29-44

INCOMING COMMUNICATIONS

Sheet No. 2

Commun. Date	Type	Post From	No.	Date Rec'd.	Subject and Reference	Action Assigned	Action Taken	Date of Action
3-25	Cable	Casa- blanca	8	3-25	Fryer requested military authorization for Miss Finley's entrance into N. A. Refer: #22 3-2-44 to Fryer	Sibley	Cable reply #8 to Casa- blanca	3-29
3-26	Cable	Cairo	26	3- 27	Suggest Byron, Hollett, Vassardaki, Manus pro- ceed to Cairo	Hacleh	Cable reply	3-30
3-26	Cable	Cairo	26	3-27	Missing letter from Fryer of Dec. 25 recom- mending Youdin	Sibley	Cable reply sent	3-30
3-11	Letter	Algiers		3-27	Salaries paid to Algiers Staff	Sibley	Cable reply #29 to Algiers	3-29

Date _____

Sheet No. 1

[illegible]

From:

Ann RacichWEEKLY REPORT OF
PERSONNEL APPOINTMENTSWeek Ending
Date: April 1, 1944

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Reported For Duty	Type Action
1.	Guglielmo (Williams), Rose	Secretary I, Grade 5, \$2,400 Studies Coordination Section	March 27, 1944	New Appointment
2.	Eckhaus, Benjamin	Chief of Communications Section Grade 11 \$4,700.00	March 10, 1944	New Appointment
3.	Metropol, Bannia	Jr. Divisional Assistant Grade 5 \$2,400.00 Communications Section	March 29, 1944	Transfer from Personnel Division.

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Week Ending
Date: April 1, 1944

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
1.	Moreland, Sue McCall	Secretary I, Gr. 5, \$2,500.00 Southern European Division	Feb. 23, 1944	To enter on duty April 3, 1944
2.	McKinnon, Mary M.	Stenographer, Gr. 4, \$2,200.00	Feb. 23, 1944	Telegram was sent by Personnel Div. on March 29th, asking her to report for work. No answer rec'd as yet.
3.	Jacquelin, Dorothy	Senior Analyst, Gr. 11, \$5,000 Far Eastern Division	Feb. 28, 1944	War Transfer re- quested 3-23-44.
4.	Larsen, Emanuel S.	Principal Analyst, Grade 12, \$6,000 Far Eastern Div., China Branch	Feb. 29, 1944	Offering \$5,500.00. Must await his decision.
5.	Sturmthal, Adolph F.	Chief of Northern Branch, Western & Northern European Div. Grade 13 \$7,000.00	Feb. 29, 1944	Being offered \$5600.00. Must await his decision
6.	Weisl, Frank	Chief of Central Branch, Central & Eastern European Div. Grade 13 \$7,000.00	March 2, 1944	Awaiting Mr. Harris' decision.
7.	Tereshtenko, Valery	Principal Analyst Grade 12 \$5,300.00 Central & Eastern European Div.	March 3, 1944	Will enter on duty April 4, 1944.
8.	Young, Astrid I.	Secretary II, Gr. 6, \$2,800.00 Far Eastern Division	March 11, 1944	Will enter on duty April 10, 1944.

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Date: **Week Ending**
April 1, 1944

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
9.	Coopersmith, Hilda	Stenographer, Gr. 4, \$2,200.00 Studies Coordination Section	March 15, 1944	War Transfer requested March 25, 1944. Action expected within a week.
10.	Bashkin, Helen	Secretary I, Gr. 5, \$2,400.00 Western & Northern European Div. Northern Branch	March 15, 1944	Will enter on duty April 3, 1944.
11.	Bryan, Nancy	Secretary I, Gr. 5, \$2,400.00 (Being hired at \$2,200.00) Central & Eastern European Div. Eastern Branch	March 15, 1944	Will enter on duty April 3, 1944.
12.	Gates, Marian	Secretary I, Gr. 5, \$2,400.00 Western & Northern European Div. Western Branch	March 17, 1944	Will enter on duty April 10, 1944.
13.	Moberly, Barbara	Stenographer, Gr. 4, \$2,200.00 Office of Deputy Director General	March 17, 1944	Will enter on duty April 3, 1944.
14.	Brodsky, Beatrix	Secretary II, Gr. 6, \$2,800.00 Central & Eastern European Div.	March 25, 1944	Will enter on duty April 3, 1944.
15.	Chen, Kwang Yuen	Head Professional & Adminis- trative Grade 13 \$7,000.00 Far Eastern Division	March 20, 1944	Being delayed in Bureau of Areas because of questions of qualifications and salary.

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Date: Week Ending
April 1, 1944

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
16.	Thomas, Opal B.	Senior Analyst, Gr. 11, \$4500 Western & Northern European Div. Western Branch	March 21, 1944	This is being de- layed as Miss Thomas has expressed an un- willingness to come for less than \$4800.00.
17.	May, Arthur	Chief, Field Offices Service Section - Gr. 13, \$7,200.00	March 25, 1944	This is a transfer from Bureau of Supplies. He is to report for duty on April 3, 1944.
18.	Diamond, Lillian	Secretary II, Gr. 6, \$2,800 (Being transferred at present salary of \$2,200.00) Field Offices Service Section	April 1, 1944	Same as above.
19.	Kenworthy, Elizabeth	Research Assistant, Grade 7, \$3,200.00 - Far Eastern Div.	March 25, 1944	Transfer from Division of Personnel. Will report for duty as soon as she can be replaced.
20.	Richards, Gordon	Administrative Ass't., Grade 7, \$3,200.00 Field Reserve Staff	March 25, 1944	Transfer from Adminis. Services. Completed.
21.	Leff, David	Sr. Administrative Ass't. Grade 8, \$3,900.00 Field Reserve Staff	March 25, 1944	Same as above

WEEKLY REPORT OF
PERSONNEL UNDER CONSIDERATION
FOR POSITIONS
Bureau of Areas, UNRRA

Week Ending
Date: April 1, 1944

No.	Name	Classification, Title Salary, Position	Interviewed by:	Remarks
1.	Rosenstock-Franc, Louis	Principal Analyst Grade 12 - \$6,000.00 Western & Northern Division Western Branch	Dewey Anderson Dr. Welk	Was originally offered \$7,000, which is now found impossible to pay. Now awaiting Mr. Harris' decision that he be employed at \$6,800.00.
2.	Nomides, Lieut.	Chief of Greek Branch Southern European Division Grade 13 - \$7,000.00		Held up because of questions regarding qualifications.
3.	Roman, Dr. Agnes	Senior Analyst, Gr. 11, \$5,000	Dewey Anderson	Awaiting outcome of interview with Mr. Menshikov.
4.	Friedman, Julian	Jr. Analyst, Gr. 8, \$3,600.00 Studies Coordination Section	Mr. Cohen Mr. Leonard Mr. Anderson Mrs. Ryshpan	Held up awaiting interviews with other candidates.

PROGRESS REPORT
of the
BUREAU OF AREAS

Number 3, March 16 - March 22, 1944

I Organization	Page 1
II Operations	Page 1
III Administration	Page 7

I

ORGANIZATION

Field Budgets - Following the discussion of the field mission personnel budgets on March 18, a committee composed of Messrs. Anderson, Cohen, Herwitz and Rezak held individual meetings with representatives of the Bureau of Supply and all Technical Divisions to discuss their respective budget needs. Each representative presented material on the estimated personnel needs for the Balkan Areas, and members of the Southern European Division acted as advisers on conditions in the areas.

When these individual hearings were completed, an over-all budget for the Balkan field missions and the Cairo Mission was compiled. This final document will be cleared with the Personnel and Budget Divisions and with the Office of the Senior Deputy Director General during the next week and upon clearance, will be used as a basis against which to recruit personnel for the Balkan missions.

UNRRA Travel and Communications - A meeting of the committee on Resolutions 34 and 36 was held for the purpose of discussing the next steps to be taken in regard to travel and cables. Mr. Cohen represented the Bureau of Areas at this meeting. Of particular interest to the Bureau of Areas was the discussion of the communications functions of the respective bureaus and offices of UNRRA based on a draft of a Proposed System for Handling, Routing and Clearing Cables. It was decided that the draft procedure should be circulated ^{to} ~~for comment~~ by the various Bureaus and Divisions. The proposed procedure for headquarters as a whole follows closely the plan of operation for handling communications which ~~has been established~~ within the Bureau of Areas. *is under consideration*

Note: In an effort to secure more uniform and more complete data for the Progress Reports, a memorandum was circulated to the Division Chiefs by Mr. Anderson indicating the type of presentation desired. A copy of this memorandum is attached.

II

OPERATIONS

Area Programs - The draft of the outline for Area Operating Programs, prepared by the working committee, was accepted

with several minor stipulations at a staff meeting of the Bureau of Areas on March 23. It was agreed at the meeting that the Area Divisions would start work immediately on Part A of the Outline, A General Statement of the probable character and extent of UNRRA Responsibilities in the Area, and would submit statements to Mr. Anderson's office within the next two weeks. The general topics of the outline are:

- A. A General Statement of the Probable Character and Extent of UNRRA Responsibilities on the Area
- B. General Bases of Estimates
- C. Estimate of the Requirements of the Area for Relief and Rehabilitation Supplies and Services During the First Year of UNRRA Operations
- D. Meeting Operational Problems in the Field
- E. Financing UNRRA Operations
- F. Recapitulation of Estimates of Requirements for the Import of Supplies
- G. A Detailed Plan of the UNRRA Field Mission

The work will progress on a priority basis, the priorities corresponding to the letters on the outline.

The problem of liaison with the Bureau of Supplies was brought up at this meeting and it was decided that Mrs. Ryshpan work on this problem in regard to the estimating of requirements.

Central and Eastern European Division

Work on Germany - Although Germany does not fall within scope of UNRRA's operations, it is felt that the conditions within Germany will have a very important bearing on future field operations within Czechoslovakia, Poland and Austria. For this reason a "German Project" has been set up covering the following general items:

- (1) Repatriation of deported and Displaced Persons
- (2) Transportation System in Germany
- (3) Agriculture in Germany
- (4) German Industry
- (5) Nazi Organizations and Nazi Dominated Organizations (including social welfare and labor)

It is thought that this will be a continuing project until the collapse of Germany because changing conditions will require frequent revision of data. A considerable

amount of data has been collected on these subjects, some of which has been analyzed, and several conferences have been held with OSS specialists.

A detailed study on Nazi Welfare Organizations was received from London, and a memorandum setting forth the significant conclusions, based on an analysis of the study, was prepared for appropriate distribution.

Cooperatives - A discussion was held with Miss Mary Dillman, of the Cooperative League, on cooperatives in Europe and their possible bearing on UNRRA relief and rehabilitation activities.

General - Material was procured from OSS on Austria, Hungary and Czechoslovakia, including extensive information on displaced persons. This material is now being analyzed.

A discussion was held with Mr. Adamczyk, Vice Chairman of UNRRA's Welfare Committee, on matters relating to labor problems.

Southern European Division

Greek Branch

Industrial Rehabilitation Study - The work of the Greek Branch has centered around a report on industrial rehabilitation. The following is an outline of the report with notations as to the progress of each project.

- | | |
|---------------------------|---|
| (1) Spinning and Textiles | - Finished with the exception of specifications for machinery |
| (2) Fuel | - Still in progress |
| (3) Mineral Resources | - Survey of mineral resources finished |
| (4) Mining and metallurgy | - Still in progress |
| (5) Building Materials | - Still in progress |
| (6) Chemical Industry | - Still in progress |
| (7) Fisheries | - Finished |

Greek Mission Budget - Background material on Greece has been gathered and presented to the Field Budget Committee to justify the personnel budget recommendations.

Yugoslav Branch

Administrative Districts - The Branch has completed the process of districting Yugoslavia on the basis of the most feasible transportation and distribution systems. This districting, however, is subject to change pending further information on local ethnic and other situations.

Yugoslav Mission Budget - Work was done on the preparation of the Mission Budget and on gathering background material to support it.

Economic Intelligence Unit

Informational reports on Greece - The following reports were prepared for Mr. Menshikov on the basis of State Department dispatches and other material available to the Division:

Report on Food, Health and Relief Measures
Report on Conditions on Thessaly and Lamia
Living Conditions in the Evros Region
Food situation in the Ionian Islands, the
Island of Kerkyra, and the Cyclades; and
recommended measures for the relief of the
populations
Plans of the Near East Foundation for Live-
stock Artificial Insemination Project

Relief in Greece during the Military Period - The previously reported project on the plans and chart made by the British Military Services for the administration of relief in Greece during the military period has been completed.

Western and Northern European Division

Western Branch

Work on France - The Branch continued its study of food requirements data on France based principally on the OSS Program of Food Relief Requirements in France After Occupation and the Basic British Army Handbook on France.

Work on the first draft of a section on population for an Area Program for France was continued and is nearing completion.

Work on Belgium - Study and classification was begun on a number of informational materials on current social and economic conditions in Belgium. These materials were obtained from the Belgian Embassy in response to a request by the Branch.

Area Operating Programs - As a member of the working committee, Mr. Welk collaborated in the further revision of the outline on Area Operating Programs adopted on Thursday for use by the Divisions.

Studies Coordination Section

Outline of an Area Operating Program - A revised draft of the outline of an area operating program was submitted on March 18 to the working committee, mentioned in previous reports, and was discussed by the committee on March 20. A

final revised draft was submitted to all members of the staff of the Bureau of Areas on Wednesday, March 22, and was discussed and approved at a staff meeting on Thursday, March 23.

Research Material - The study of research material available in the Library is still in progress, and a list of available Civil Affairs Handbooks will be circulated to the staff of the Area Divisions within a few days.

Bases for Food Requirements Estimates - The interdepartmental committee on estimating food import requirements for liberated areas, described in the last report, has been disbanded. This committee had been brought together by Mr. John Cassels of FEA as a preliminary to the London meeting on estimates of food requirements in which FEA, OSS, MEW, the Army and UNRRA are to participate. The London meeting is being called to enable the participants to agree on import requirements for the liberated areas, and the U.S. Committee was organized to enable the U.S. experts to take with them the estimates of population, indigenous production, etc., agreed upon here.

A new committee has been set up to replace the original one, and the members will continue general discussions of the bases for the import requirements estimates.

The participating agencies are FEA, OSS, OFAR, the Army and UNRRA as represented by Mr. Cairnes of the Bureau of Supply. Arrangements have been made by Mr. Elkington that Mrs. Ryshpan attend the committee meetings and that Dr. Welk attend while the OSS report on French food requirements is under discussion. Other representatives of the Area Divisions will be called upon as the focus of the discussions changes.

Headquarters will send two representatives to the London meeting for which these Committee meetings are prepar^{ation}. They will be Mr. Nugent and Mr. Elkington, both of the Bureau of Supply, who will act as observers. Members of the London Office will be the official representatives of UNRRA.

Refugee Camp Section

Camp Marshal Lyautey, Casablanca - The budget for the camp has been re-drawn in greater detail and if accepted within the Bureau of Areas will be submitted to the Bureau of Finance and Administration which will refer it to FEA. The discrepancies in British and American salaries and living quarters allowances for staff of the camp have been taken up with Leith-Ross in London with a request for his suggestions.

Considerable work has been done concerning supplies for the Casablanca Camp. Members of the Refugee Camp Section,

the Field Services Section and those members of the Bureau of Supply who have been working on procurement for Casablanca met on March 16 to determine what action should be taken to obtain supplies needed for the opening of the Camp. The group decided that a cable should be sent to Casablanca requesting a complete inventory of all stocks currently held there, and to request FEA to release for the use of the Camp those items of maintenance equipment which could be made available from former OFRRO stocks in this country or in North Africa. FEA has since agreed to take up with Treasury Procurement the list of Casablanca requirements submitted to them. The maintenance equipment will be drawn from OFRRO's stocks taken over by FEA. Findings, however, will be purchased by Treasury Procurement in the case that breaking into larger stocks will incur disproportionate administrative expenses. In regard to food requirements, a list has been drawn up to be checked against the supply position. Information on the warehouse and cold storage facilities available at or near the camp, supplies procurable in North Africa, and religious dietary differences has been requested by cable to North Africa.

MERRA Camps - A tentative organizational chart for the MERRA Camps has been submitted to Mr. Anderson's office.

It has been arranged that the American Friends Service Committee will forward copies of all field reports from the Middle East to the Refugee Camps Section.

Distribution Section

Miss Berger has been in Puerto Rico on an assignment to the Bureau of Supply. This Section is still without a Chief, and immediate attention is being given to securing a suitable candidate for this position.

Communications Section

Cable Requirements - A survey was made to determine whether or not the units within the Bureau of Areas were receiving adequate cable coverage. A complete set of cables received during the past week was used as a checklist and the service was found to be satisfactory. As a result of the survey, representatives of each division met with the acting Communications Officer to arrange for the necessary number of copies of cables for action, information and filing. A record of this distribution is being kept in the Communications Office.

Daily Abstract of Cables - Representatives of the various Divisions have requested that the daily abstract of cable and dispatches be reinstated to serve as a check as to satisfactory routing through their offices. This request has been forwarded to the Administrative Services Division whose responsibility the abstracting would be.

Airgrams - The airgram type of communication from Cairo has been found to be unsatisfactory in that the time lapse between dispatching and receipt is extraordinarily long. Plans for the discontinuation of the use of the airgram will be considered by Mr. Eckhaus upon his arrival next week.

Incoming and Outgoing Communications - The following cables were received and distributed for information within the Bureau of Areas:

To Cairo - 4	To London - 5
From " - 3	From " - 16
To Casablanca - 1	To Mexico - 1
From " - 4	From " - 1
To Algiers - 1	From Moscow - 1
From Bern - 2	From New Delhi - 1
	From Stockholm - 3
Total: Received - 31	
Sent - 11	
TOTAL - 42	

A list of incoming communications requiring action within the Bureau of Areas is attached.

III

ADMINISTRATION

Field Services Section

Field Personnel - Personnel being processed for Cairo

Nurse - Sylvia Geller
Nurse - Isabelle Needham
Nurse - Caroline Rosenwald

Arrivals - London, March 17 Edward E. Rhatigan

Departures - London, March 18 Pearl Morris
Miriam Sluchan

Cairo, March 20 Alvin J. Roseman

Travel - The first draft of a handbook to be used as a guide for trainees on pre-travel arrangements has been completed, and will be circulated to the Divisions concerned for comment and suggestion.

Cables pending action as of week ending

Date 3/15/44

INCOMING COMMUNICATIONS

Sheet No.

Commun. Date	Type	Post From	No.	Date Rec'd.	Subject and Reference	Action Assigned	Action Taken	Date of Action
3/3	letter	Cairo		3/13	Sub: Letter with 2 encl.-#1 Vol Society personnel working on current Refugee work, rules & regulations-#2 working with NERRA disposition list for wk. end. 3/4	McGeachy	under discussion. Letter to be ack. 3/18	Letter acknowledged 3/20
3/9	cable	London	76	3/14	Jean Burvay applied for post in UNRRA Far Eastern Division.	Far Ern Div. via Anderson to Leonard	draft cable by Leonard 3/15	Cable reply 3/18
3/8	Letter	Casa-blancia		3/14	British interest in Lyautey Camp asks for relationship bet. UNRRA & Refugee Center & War Refugee Bd. 1 encl. Letter to Carter from Beckelman 3/7/44	Flexner	Action under discussion by 3/16	acknowledged 3/18
3/9	cable	Cairo	17	3/14	FRA consents to transfer John McHabb to UNRRA for Albania-Yugoslavia planning. Sug. transfer of Tirana; also no autos avail. fr. Cairo pool, ship S. Arnstein requests living allowance.	Xanthaky F.O. notified by Sibley & FO drafting reply Cable dr. for approval sent by Xanthaky 3/16		Cable sent 3/20

Date 3-17-44 to 3-22-44

INCOMING COMMUNICATIONS

Sheet No.

Commun. Date	Type	Post From	No.	Date Rec'd.	Subject and Reference	Action Assigned	Action Taken	Date of Action
3/15	cable	Casa- blanca	65	3/20	Brunker, Xanthaky, Lehman arrived.	Sibley	Families notified	3/20
3/17	cable	London	93	3/20	Rhetigen has arrived	Sibley	Family notified	3/20
3/11	cable	Mexico City	370	3/18	Polish Legation states funds needed for Santa Rosa project - please advise. Refer: 411 State - 2/28	Flexner	Cable sent from FBA	3/16
3/11	cable	Casa- blanca	63	3/18	Action on total requisition-air trans- port small portion of list for Casablanca Camp. 20 sewing machines be rushed.	Flexner	Meeting held 3/14-action being taken accordingly. Still pend- ing.	
3/13	letter	Casa- blanca		3/18	Including stateless refugees from Portu- gal for Casablanca Camp. Enclosure let- ter to Beckelman from Crocker in Lisbon on same subject	Flexner	Cable sent to FBA. Letter	3/14 3/17
3/9	cable	Cairo	15	3/14	Lord Moyne(Br. Min. Resident)made tentative proposals for machinery to look after re- lief matters & coordinate UNRRA & Anglo- Am. military, dip. & econ. agencies. Poss. sub. for Admin. of territ. Balkan in. rep. requested more information.	Xanthaky	Cable #32 to Cairo	3/17

Equipment - Medical Kits - A request has been forwarded by the Bureau of Areas to the Division of Administrative Services for the purchase of five hundred medical kits. Requirements for these kits were developed by the Section with the advice of the Health Division and the Office of the Surgeon General of the Army.

Headquarters Services Section

Headquarters Personnel - For a complete summary of personnel actions, see the attached list.

WEEKLY REPORT OF
PERSONNEL APPOINTMENTS
Bureau of Areas, UNRRA

Date: **Week Ending**
March 25, 1944

No.	Name	Classification, Title, Salary, Position	Date Reported For Duty	Type Action
1	Rodnov, Victor	Acting Chief, Western & Northern European Div.	3-20-44	Personnel action re- quested 3-15-44 & final approval granted 3-18-44.

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Bureau of Areas, UNRRA

Date: **Week Ending**
3-25-44

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
1.	Moreland, Sue McCall	Secretary I, Grade 5, \$2500.00 Southern European Division	2-23-44	Disapproved by War Transfer. Applicant is considering possibility of resigning present position. Must await her decision.
2.	McKinnon, Mary	Steno., Grade 4, \$2200.00 Communications Section	2-23-44	Everything cleared but War Transfer, which was requested 3-21-44.
3.	Coleman, Lenore	Secretary I, Grade 5, \$2400 Studies Coordination Section	2-23-44	Applicant has decided not to join UNRRA. This case can be considered closed.
4.	Jacquelin, Dorothy	Senior Analyst, Grade 11, \$5,000.00. Far Eastern Division	2-28-44	Everything cleared but War Transfer, which was requested 3-23-44.
5.	Larsen, Emmanuel S.	Principal Analyst, Grade 12 Far Eastern Division \$6,000.00	2-29-44	Investigation completed 3-25-44. Processing will proceed without delay.
6.	Sturmthal, Edolph S.	Chief of Northern Branch Western & Northern European Div. Grade 13 \$7,000.00	2-29-44	Delayed because of citizenship. Has now been approved & will be cleared by Personnel Division for final check on references.

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Date: **Week Ending**
3-25-44

Bureau of Areas, UNRRA

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
7.	Tewksbury, Donald G.	Consultant Far Eastern Division	3-1-44	This case delayed because applicant was originally being considered for second position in that Division, on which question has been raised as to need. Will now be approached concerning acceptance of part-time consultant position.
8.	Weisl, Frank	Chief of Central Branch Central & Eastern European Div. Grade 13 \$7,000.00	3-2-44	Being delayed because of salary question. Is presently earning \$5,000 tax free.
9.	Tereshtenko, Valery	Principal Analyst, Eastern Br. Central & Eastern European Div. Grade 12 - \$5,300.00	3-3-44	This case delayed due to salary question. Applicant has agreed to accept lower salary, and Personnel is proceeding with papers.
10.	Blaisdell, Wm.	Head Professional & Adminis. Southern European Division Grade 13 \$7,000.00	3-8-44	Being held up because of question of need for this position.
11.	Eckhaus, Benjamin	Chief, Communications Section Grade 11 \$4,700.00	3-10-44	To enter on duty March 27, 1944.

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Bureau of Areas, UNRRA

Date: **Week Ending**
3-25-44

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
12.	Haslam, Lois A.	Stenographer, Grade 4, \$2200.00 Italy Branch, Southern European Division	3-11-44	Personnel Division notified on 3/24/44 that War Transfer was not approved. Case will be con- sidered closed unless applicant decides to resign.
13.	Young, Astrid I.	Secretary II, Grade 6, \$2,800 Far Eastern Division	3-11-44	To enter on duty April 10, 1944.
14.	Williams, Rose	Secretary I, Grade 5, \$2400 Studies Coordination Section	3-11-44	To enter on duty March 27, 1944.
15.	Coopersmith, Hilda	Stenographer, Grade 4, \$2260 Studies Coordination Section	3-15-44	War Transfer re- quested 3/25/44.
16.	Bashkin, Helen	Secretary I, Grade 5, \$2400	3-15-44	War Transfer re- quested 3/18/44. No report rec'd yet.
17.	Bryan, Nancy	Secretary I, Grade 5, \$2400	3-15-44	To enter on duty April 3, 1944.
18.	Gates, Marian	Secretary I, Grade 5, \$2400 Western & Northern European Div. Western Branch	3-17-44	Temporarily delayed pending transfer of Gail Conroy, now occupying this position.

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS

Bureau of Areas, UNRRA

Date: Week Ending
3-25-44

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
19.	Moberly, Barbara	Stenographer, Grade 4, \$2200	3-17-44	All Personnel actions cleared. Applicant can report for work as soon as she is freed from her present position.
20.	Chen, Kwang, Yuen	Head Professional & Adminis. Grade 13 \$7,000.00 Far Eastern Division	3-20-44	Delays anticipated, as the need for this position is being questioned.
21.	Thomas, Opal B.	Senior Analyst, Western Br. Western & Northern European Div. Grade 11 \$4,500.00	3-21-44	Investigation started 3/23/44.
22.	Brodsky, Beatrice	Secretary II, Gr. 6, \$2800.00 Central & Eastern European Div.	3-25-44	
23.	May, Arthur	Chief, Field Offices Service Section. Gr. 13, \$7,200.00	3-25-44	This is a transfer from Bureau of Supplies. No delays anticipated, and Mr. May is to report for duty 4-3-44.
24.	Kenworthy, Elizabeth	Research Assistant, Gr. 7 \$3200.00 - Far Eastern Div.	3-25-44	This is a transfer from Div. of Personnel & Training. No delays anticipated

WEEKLY REPORT OF
PERSONNEL IN PROCESS FOR POSITIONS
Bureau of Areas, UNRRA

Date: Week Ending
3-25-44

No.	Name	Classification, Title, Salary, Position	Date Sent To Personnel	Remarks
25.	Kirkbride, Mary	Secretary I, Gr. 5, \$2500 Field Operations Reserve Staff	3-25-44	This is a transfer From Administrative Services. No delays anticipated.

WEEKLY REPORT OF
PERSONNEL UNDER CONSIDERATION
FOR POSITIONS
Bureau of Areas, UNRRA

Date: **Week Ending**
3-25-44

No.	Name	Classification, Title Salary, Position	Interviewed by:	Remarks
1.	Rosenstock-Franc, Louis	Principal Analyst, Gr. 12, \$6,000 Western Branch Western & Northern Division		Cleared by Free French Govt. Now delayed due to salary difficulty. Position set up at \$6,000, but \$7,000 is requested.
2.	Nomides, Lieut.	Chief of Greek Branch Southern European Division Grade 13 \$7,000.00		Held up because of question of qualifications.
3.	Roman, Dr. Agnes	Senior Analyst, Gr. 11, \$5,000 Far Eastern Div., China Branch	Mr. Anderson	Papers sent to Mr. Menshikov 3-21-44 for his interview with Dr. Roman.
4.	Friedman, Julian	Jr. Analyst, Gr. 8, \$3600 Studies Coordination Section	Mr. Cohen Mr. Leonard Mr. Anderson Mrs. Ryshpan	Held up because of question of his being most suitable candidate.

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

March 18, 1944

To: Mr. Anderson

From: Mr. Cohen *pu*

Attached herewith is the Progress Report of the Bureau of Areas for the week of March 9-16, 1944. The report is complete with the exception of the summary of personnel actions which will be submitted separately.

Attachment
Progress Report

PROGRESS REPORT
of the
BUREAU OF AREAS

Number 2, March 9 - March 16, 1944

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Mar 9-16

I

ORGANIZATION

Personnel Budgets for the Field Missions

The principal business of the week in the Bureau of Areas has been the preparation of a personnel budget for the Cairo Mission and for the Greek, Yugoslav and Albanian Missions. These budgets are to be taken up at meeting of Bureau and Division Chiefs on March 18.

Advisory Committee on Training

The Bureau of Areas is represented on the Advisory Committee on Training by Mr. Anderson who has been appointed to the subcommittees on General Administration and Supply and Distribution. The first meeting of the committee was conducted by the Personnel Division and the Bureau of Areas and was attended by Bureau and Technical Division chiefs for the purpose of discussing a training program for the Balkan Missions.

The general aspects of a training program were discussed together with plans for a program for headquarters clerical personnel, but the main topic was the nature and general content of a program for field personnel. The Committee in its discussion covered the Basic Qualifications of Personnel, The Nature of the Training, the Timing of a Program, the General and Specific Aspects of Training, Language Training, and Teaching Personnel and Methods.

It was announced that arrangements have been made to conduct a training program at the University of Maryland as an in-service project. Certain of the personnel would be housed and given training there in addition to their experience with the operating units of UNRRA. Hope was expressed that the final phases of a training program could be carried out in the field. It was agreed that the Committee should meet regularly in the future, the next meeting being set for March 18.

Staff Meeting

A meeting of the members of the field staff was held by Mr. Anderson for the purpose of discussing UNRRA developments to date. It was occasioned by the necessity of dispelling certain false rumors about the imminence of field operations and for raising the morale of some of the staff. It was definitely pointed out that while the Balkan Missions are being formed, a very limited number of people would be moving to Cairo in the first priority group, depending upon developments in the field occasioned by military action. It was also pointed out that a personnel budget is being established against which field personnel now on the staff at headquarters will be screened for placements, and that this should contribute to the solution of several problems concerning improper classifications and salary levels of personnel now on the field staff.

Work on China

A statistical clerk has been supplied By UNRRA to the Office of Foreign Agricultural Relations, U.S. Department of Agriculture, for the purpose of aiding in the completion of studies on the agriculture of China begun by Mr. Owen Dawson before his departure on the Chinese Mission. When completed, this material will supply UNRRA with very pertinent data on agricultural conditions in the area in question.

II

OPERATIONS

Area Programs

The activities of the working committee appointed to draft an outline of an area operating program are described more fully under the report on the Studies Coordination Section. This Committee is at present revising the first draft of its outline and will communicate the results to the Division and Branch chiefs for comment within the next few days.

Central and Eastern European Division

Classification of the material in the files of the Division by country and by subject was begun and will be completed for the reference of the staff members.

Central Branch

Contacts with individuals of the three Central European countries were made as follows:

Dr. Alfred Braunthal, Research Director of the United Hatters and Millinery Workers Union of America and formerly active in the Austrian and German labor movements, was contacted and offered valuable suggestions as to the procurement of certain material for the use of the Division. A meeting was arranged with Mr. Stolz of the Czechoslovak Economic Service and with Mr. Papanek of the Children's Aid Society of New York, a former member of the Austrian Diet, to discuss social security, welfare, labor and related matters.

An extensive discussion with a delegation of Hungarian democratic organizations composed of Mr. Nicholas Halasz, Dr. A. Halasi, (professor, The New School for Social Research, and research assistant for the American Labor Conference for Postwar Planning), Mr. Paul Keri and Dr. Stephen Sugar (New Democratic Hungary.) This group has appointed Dr. Sugar to handle its contacts with UNRRA.

Professors Adolf Loewe and Hans Staudinger of the Graduate Faculty of the New School for Social Research, have been contacted in regard to material on Germany. Prof. Loewe offered to procure copies of some 25 studies for the use of UNRRA.

In Washington, additional contacts have been made in the Research and Analysis Branch of OSS, with the Bureau of Foreign and Domestic Commerce and with the Liberated Areas Branch of FEA.

Statistical Data on the countries of central Europe are being compiled for use in the preparation of area programs.

Southern European Division

The Division has devoted a large part of the week to work on the budgets for the Balkan Missions and the Cairo Office.

Yugoslav Branch

A draft of a report on price controls and rationing in Yugoslavia has been completed and further work is being done on this subject. The recommendations of the draft include measures for minimizing inflation and black markets.

The study of transportation facilities is proceeding as an examination of economic conditions in the various regions of Yugoslavia. The study will be used in determining "critical areas" and developing plans and priorities for shipments, storing and distribution of UNRRA goods.

Discussions with personnel of the Agricultural Rehabilitation Division have been carried out regarding the MESC requirements for agricultural equipment, seeds and fertilizers.

Economic Intelligence Section

Work on personnel requirements for the Balkan field Mission has occupied a large part of the time of these people.

A report on the Moses Wells Camp is being worked up in detail.

Collation, classification and filing of all available material on Greece, Yugoslavia, Albania, Rumania and Bulgaria is being done entailing work on plans and reports by the British Military services and the Near East Livestock Rehabilitation and Improvement project.

Western and Northern European Division

Western Branch

A conference with Mr. Robert Marjolin of the French Supply Mission was held in regard to the securing of informational materials. Mr. Marjolin promised to furnish materials from the London Office of the French Committee as well as information available in Washington.

Informational memoranda on Health Conditions in France and Belgium, and on Current Economic and Political Conditions in Spain were prepared for Mr. Menshikov.

In regard to area programs, the Branch collaborated in the preparation and revision of the draft on area operating programs being developed by the working committee, and began the preparation of a section on Population for the first draft of an area program for France.

Arrangements for participation in the Inter-Departmental Committee on estimating requirements were made in a discussion with Mr. Elkington of the Bureau of Supply. This branch will participate in the preparation of estimates for France and the other Western European countries.

Informal contacts with U.S. agencies, specifically OSS and FEA were continued.

Office of Area Coordination

The activities of the office of the chief, have centered chiefly around the preparation of the personnel budget for the Balkan and Cairo Mission. A detailed step by step memo was prepared setting forth the procedure for recruiting personnel. This was presented in a meeting of division and bureau chiefs. It was redrawn in some part by the Personnel Division and issued March 16 as a procedure memo to be cleared by the Bureaus and Divisions concerned not later than Saturday, March 18. Once adopted, this procedure will serve as the basis for recruitment not only of the missions now being planned but of others which may follow.

Area Operations Coordination Branch

The Office of the Branch chief devoted full time to the preparation of personnel budgets including positions and job descriptions for the Yugoslav, Greek and Albanian field missions and for the Cairo Office. Conferences were held with members of all the Technical Divisions, the Area Divisions concerned and the Bureau of Supply concerning the make-up of the budget, and additional meetings are scheduled to discuss the matter. Priorities for the sending of the personnel of the missions to Cairo have been developed in conjunction with the Personnel liaison officer, and arrangements for a joint system of engaging personnel are being cleared with the London Office.

A detailed step by step memo was prepared setting forth the procedure for recruiting personnel. This was presented in a meeting of division and bureau chiefs. It was redrawn in some part by the Personnel Division and issued March 16 as a procedure memo to be cleared by the Bureaus and Divisions concerned not later than Saturday, March 18. Once adopted, this procedure will serve as the basis for recruitment not only of the missions now being planned but of others which may follow.

A conference was held with Mr. Anderson on the subject of a training program for the Bureau of Areas personnel, and a memorandum of suggestions for specialized training of administrative, distribution and camp personnel was prepared and submitted to Mr. Anderson.

Mr. Cohen represented the B of A at a meeting of the Committee on Financial Control where the matter of selecting an auditor was discussed, and reference was made to the problems connected with salary levels, differentials between nationals of various countries and the problem of taxation of salaries.

Studies Coordination Section

The organization of the intelligence functions of UNRRA has been prepared in a revised memorandum to Mr. Menshikey after consultation with various members of the B of A. This final draft is being circulated among the Bureau and Division chiefs in preparation for a meeting on the subject.

An outline of an Area Operating Program was drawn up, as suggested at last week's general meeting on area programs, and discussed by the working committee appointed at this meeting. It was decided that a revision be prepared and submitted to the working committee for consideration. When a new version is agreed upon, it will be circulated among the Branch and Divisions chiefs as the basis of a general meeting.

The classification system for the Area Division files has been completed and will be circulated within the Bureau by the end of the week.

A study of research materials including those available in the library, and those which may be secured from other agencies is being made by the section together with preliminary work on the procedures to be used in obtaining them.

Meetings of an Interdepartmental Committee on Estimating Requirements for liberated areas are being attended by the chief of the Section. The Committee consists of representatives of FEA, OSS the Office of Foreign Agricultural Relations, and the Bureaus of Supply and Areas of UNRRA. The discussions are based on estimates for individual countries, and members of the appropriate Area Divisions will attend as the emphasis shifts from one country to another. At present the food needs of France are being discussed together with procedures to be followed in estimating requirements. The Office of the DDC will be kept informed of the current progress of the Committee.

Refugee Camp Section

The memoranda of the MERRA camps, referred to in last week's information, requested therein, needed in anticipation of operations, is expected in the near future.

In regard to Camp Marshall Igautey, a cable has been sent to Mr. Beckelman answering the two specific questions in his #671 of March 1 from Algiers as follows:

(a) when and for where will refugees leave North Africa?

Disposition of those refugees who have to be repatriated or returned to their former homes will be the responsibility of UNRRA. The disposition of the refugees who cannot be repatriated or returned to their former homes will be the responsibility of the Intergovernmental Committee.

(b) regardless of length of previous residence in Spain, will refugees be eligible for admission to North African camp or only those arriving since Nazi domination?

It is the thought at Washington Headquarters that all refugees desiring to go to Casablanca should be accepted.

An attempt is being made to assemble from other units of UNRRA all letters, cables and memoranda concerning camp Marshall Igautey so that a complete file may be kept within the section.

A meeting was called of all persons who have been working on the procurement of supplies for Casablanca in an effort to coordinate information on what has been done and what remains to be done to arrive at a working basis for operation.

As to the Colonia Santa Rosa, Mexico, the section is still awaiting a reply from Mexico in answer to requests for more specific information for the clarification of the budget.

A Paraguayan resettlement organization which is anxious to establish refugee projects has contacted the Section as to the possibility of settling artisans and agriculturists in Paraguay.

The War Refugee Board has agreed to send copies of all cables sent and received that may be pertinent to the work of the Refugee Camp Section.

Distribution Section

A memorandum of distribution in Yugoslavia has been completed and sent to the Yugoslav Branch for use in the preparation of Area programs.

An outline on a program of training in distribution has been prepared and submitted to the Office of Area Coordination as a part of a memorandum from the AOCS on training programs.

Work on the outline for area operating programs has been done by the section in collaboration with members of the working committee set up for the purpose of drafting such an outline.

Preparations for a trip to Puerto Rico have been made by Miss Berger at the request of the Bureau of Supply which has arranged with her for the investigation of the possibilities of relief clothing procurement there.

Communications Section

A procedure for handling incoming and outgoing communications in this office for the Bureau of Areas has been prepared and has been closely followed except in regard to Outgoing Communications

An administrative bulletin has been issued on this matter, however, and will be circulated within the next few days.

The distribution of cables will be handled on a new basis whereby the acting communications officer will collect incoming cables direct from the cable room, and will have them delivered in the Bureau by special messenger.

The acting chief of the Field Operations Section, Mr. F. Richard Wolff, has resigned to enter the Army and will be replaced by Mr. Benjamin Ekhaus who is to enter on duty March 27.

A list of all incoming communications requiring action within the Bureau of Areas appears on the attached chart.

The following cables were received and distributed for information within the Bureau of Areas:

From - ACCRA -	To - Chunking Party - 1
From - Algiers-4	From - Libson - 1
To - Algiers 2	From - London - 14
From - Cairo - 5	To - London - 14
To - Cairo - 6	To - Mexico - 1
From - Casablanca - 2	
To - Casablanca - 3	

Date 3-10-44 to 3-16-44

INCOMING COMMUNICATIONS

Sheet No.

Commun. Date	Type	Post From	No.	Date Rec'd.	Subject and Reference	Action Assigned	Action Taken	Date of Action
3/5	cable	Algiers	11	3/10	Frechetter & Fittro departed for U.S. Fryer to Cairo-Algiers office closed 3/8. Address UNRRA com. to Beckelman, Casablanca. Refer. #23 to Algiers.	Sibley	Families notified	3/8
3/3	cable	Cairo	14	3/10	Brown arrived asks about releasing statement on Jackson's arrival & purpose of visit. Refer. #15 to Cairo	Sibley	Mrs. Brown notified	3/7
3/7	cable	Casablanca	56	3/10	Seven Americans arrived	Sibley	Families notified	3/8
3/8	cable	Cairo	16	3/11	Priority recommended for Dodge, Zieger, Aldridge also boat for nurses - send personnel records on all those sent to Cairo	Sibley	Personnel notified. Priorities arranged.	3/11
3/7	cable	Lisbon	722	3/11	Seven UNRRA people left Lisbon	Sibley	Families notified	3/10
3/3	letter	Cairo		3/13	Letter with 2 enclosures on Voluntary Society personnel working on current refugee work.	McGeachy	Action under discussion. Letter to be acknowledged 3/16	3/

Date 3-10-44 to 3-16-44

INCOMING COMMUNICATIONS

Sheet No. 2

Commun. Date	Type	Post From	No.	Date Rec'd.	Subject and Reference	Action Assigned	Action Taken	Date of Action
3/9	cable	London	76	3/14	Jean Burvay applied for post in UNRRA Far Eastern Division.	Far Ern. Div. via Anderson to Leonard	draft cable by Leonard	5/15
3/8	Let-ter	Casa-blanc		3/14	British interest in Lyautey Camp asks for relationship bet. UNRRA & Refugee Center & War Refugee Bd. 1 encl. letter to Carter fr. Beckelman 3/7/44	Flexner	Action under discussion 3/16	
3/9	cable	Cairo	17	3/14	FEA consents to transfer John McNabb to UNRRA for Albania-Yugoslavia planning. Sug. transfer of Tirana also no autos avail. fr. Cairo pool, ship 5-Arnstein requests living allowance.	Xanthaky Sibley	Finance O. notified by Sibley & FO drafting reply. Cable drafted for approval 3/16 by Xanthaky	
3/10	cable	ACCRA	106	3/15	Staley & Dawson arrived on 9th. Waiting transportation east.	Sibley	Families notified	3/15

I I I

ADMINISTRATION

Departmental and Field Services Branch

Budget - A number of conferences have been held with the Camps Section of the Bureau of Areas and the Office of the Budget Director regarding development of a budget for the Casablanca Reception Center.

Field Personnel -

Arrivals - Washington, March 16

Alfred Frechette
Louis E. Fittro

Travel - The final draft of the travel document has been approved and is now in the process of being printed.

Conferences on the possibility of diplomatic privileges immunities and courtesies have been held with the Office of the Diplomatic adviser. In order to facilitate arrangements with the member and non-member governments so that UNRRA employees travelling in the field may proceed expeditiously and unhindered.

The Training Division has been furnished with a list of all the pre-travel arrangements which must be made by UNRRA personnel prior to departure. It is contemplated that as procedures are standardized, a field manual will be prepared for the guidance of field personnel.

Transportation regulations have been forwarded to Mr. Herwitz for consideration.

Travel for Chinese Technicians - As a result of discussions with Major Young of the International Communications Division of the State Department and Mr. Gogle of the War Shipping Administration, the Office of the Diplomatic Adviser has been asked to make arrangements through the State Department for a priority from the Theater Commander in India for the transportation of fifty Chinese technicians from Calcutta to the U. S. for Technical training.

Group Life Insurance - At a meeting held on March 16, two alternative plans were presented and discussed; one a reinsurance plan and the other a group life insurance plan in which employees would participate. No decision was reached pending the development of the Employees Compensation Insurance plan which is currently held up for decision on points of law.

Algiers Office- The Algiers office was closed on March 8, 1944.

Equipment - Automobiles - Negotiations have been held with the Bureau of Supply in UNRRA and with FEA regarding automobiles for the use of UNRRA in Cairo and surrounding territory and for the use of the Casablanca Reception Center. The Bureau of Supply is endeavoring to locate station wagons and automobiles to be shipped to Cairo, but no further discussion will be held regarding transportation at the Camp until arrangements are made for the transfer of the Camp from FEA to UNRRA.

Headquarters Personnel - For a complete summary of personnel actions see the attached list.

Mr. Anderson

PROGRESS REPORT
of the
BUREAU OF AREAS

- -

Number 1, March 2-9, 1944

I	Organization	Page 1
II	Operations	Page 1
III	Administration	Page 6

Mar 2-9

I

ORGANIZATION

Budget and Personnel

A meeting was held on the question of the Headquarters budget and the positions included therein. Tentative arrangements were made to reduce the number of personnel within the Bureau from 97 to approximately 93 and to effect a number of internal organizational changes.

Refugee Camp Section

Responsibility for supervising the Refugee Camp Section was delegated to the Area Operations Coordination Branch. This section has taken over the duties relating to the administration of the camps formerly assigned to the Field Operations Section, and will formulate operating plans and budgets for the camps.

New Personnel

Central and Eastern European Division, acting chief.

Mr. Harry L. Franklin has been appointed head professional and administrative of the Central and Eastern European Division and will act as chief for the time being. Mr. Franklin was admitted to the Kentucky Bar in 1917, and later studied extensively in Europe receiving the Ph.D. degree from the University of Leipzig in 1933. From 1926 until 1932, Mr. Franklin was with the American Foreign Service, as Vice Consul and later Consul, and was stationed in Berlin, Warsaw and Leipzig successively. In 1935, Mr. Franklin became an agricultural economist with the U.S. Department of Agriculture where he remained until 1941 with the Office of Foreign Agricultural Relations. After a short period at the O.P.A. as Assistant Chief of the Consumer Policy Section, Consumer Division, Mr. Franklin joined the U.S. Tariff Commission as a Principal Economist specializing on Anglo-American trade relations.

II

OPERATIONS

Area Programs

In the continuing effort to clarify the meaning and content of an area program, a meeting was held in Mr. Anderson's office at which personnel of the various Branches and Area Divisions of the Bureau of Areas were present. The discussion was based on a

memorandum on the Functions of an Area Division at Headquarters prepared by the Studies Coordination Section. Agreement was reached on the point that the Area Divisions should conduct their studies with the idea of formulating a functional program rather than merely compiling descriptive background on the country as a whole.

Emphasis was placed on the importance of establishing working relations with the Bureau of Supply, and methods by which information may be communicated between the two Bureaus was discussed. A further question was that of the scope and competence of the Area Divisions in dealing with the technical fields and the Technical Divisions. Neither of these matters has been finally settled.

A committee of three, with a special adviser on distribution, was appointed to work out a new draft of functions for the Area Divisions, which will include plans for the actual setting up of procedures for an operating program. This draft is to be completed within a week at which time the group will meet for further discussion of the problems.

Western and Northern European Division, Western Branch

Requirements Data - The branch has made a preliminary study of the Leith-Ross and Young-Sinclair requirements data on France and Belgium. This material will be used by the Branch as a basis for further studies and for estimating transportation and other requirements.

Contacts - A first conference was held with Mr. Jensen and Dr. Bigwood of the Belgian Embassy as to the aid which UNRRA would render to Belgium. Questions of payment, organization and control of relief organization, utilization of UNRRA personnel and exchange of information were discussed, and a Memorandum of Conference was prepared on the subject for Mr. Menshikov.

Further discussions of the relations between the French and UNRRA were carried on with Messrs. Jean Monnet and Robert Marjolin at the French Supply Mission. The main points of the conversation, which centered around the type of assistance which UNRRA may be called upon to render the French, and arrangements for obtaining current information on conditions in France, were recorded in a memorandum to Mr. Menshikov who also attended the meeting. Arrangements were made to discuss further the exchange of information.

Informal contacts with a number of individual United States agencies are being continued.

Informational Memoranda - Two memoranda were prepared for the D.D.C., one on the Estimated Nutritive Value of Per Capita Daily Diets of the three main population groups in France and Belgium, and the other on the Foreign Investment Position of Belgium and France.

Central and Eastern European Division, Central Branch

Contacts - Extensive contacts have been made in the O.S.S., F.E.A. and at the Library of Congress for the purpose of obtaining specialized information and studies. A detailed memorandum listing the material available and the persons with whom contact was established was prepared and submitted to the D.D.C.

Southern Division

No report is available from the Southern Division.

Office of Area Coordination
Area Operations Coordination Branch

In addition to work on the usual matters of the Branch, material from the Health, Welfare and Displaced Persons Divisions as well as the Distribution and the Refugee Camps Sections was prepared and submitted to the Office of the General Counsel for use in the Congressional hearings on the UNRRA appropriation. This material included information on present activities, contemplated activities, estimated costs of programs, number of professional personnel needed for operations, use of local agencies, and the amount of costs to be met by local currency contributions.

Studies Coordination Section - A memorandum was prepared on the organization of the intelligence functions of UNRRA, and a revised draft of this memorandum was completed in conjunction with a committee set up for this purpose. The draft will be circulated among the persons present at a conference in the office of the D.D.C. on Wednesday, March 15.

A draft outline of the general scope of an operating program was drawn up for discussion at a conference on area programs (see page 1). At the conference, the Chief of the Section ^{was} appointed to a working party which is to prepare a revised draft of the outline for further discussion next week.

A classification system for Area Division files is being developed and it is expected that an outline of this system will be circulated among the Area Divisions for comment during the next few days.

The material available in the UNRRA library is being surveyed as a first step in the process of building up a working library of area materials.

Refugee Camp Section

MERRA CAMPS: A memorandum was prepared for Governor Lehman on the MERRA camps at Moses Wells, Egypt, Souk-el-Gharb, Syria, and Aleppo, Syria, which UNRRA proposes to take over. This memorandum, specifying the information needed at this time by the various functional divisions of UNRRA in order to enable them to plan for operations at the camps, incor-

porated questionnaires formulated, at the request of this Section, by the Health Division, the Welfare Division, and Displaced Persons Division, as well as a questionnaire on each camp prepared by the Camp Section to supplement information now at hand. The questionnaires were submitted to the Director-General with the request that they be turned over to some experienced person in Cairo, who would be delegated to visit the camps in order to obtain the information required.

CAMP MARSHAL LYAUTY, Casablanca: Letters from Mr. Beckelman of February 12 and 20, 1944, and from Mr. Fryer, of February 19, 1944, pertaining to the setting up of the refugee camp at Casablanca, were duplicated for circulation to members of the staff of UNRRA concerned. In this connection, memoranda were sent to Dr. Crabtree and Miss McGeachy, requesting information on the type of health and welfare programs which they respectively are planning for refugee camps in general and Casablanca in particular.

COLONIA SANTA ROSA, Mexico: A conference was held with Mr. O'Connor of the National Catholic Welfare Conference, who brought in several reports on the Colony from their representative there. Their representative now at the camp, will on her return, come in with Mr. O'Connor to discuss the program of this agency in the camp.

A conference was held with Mlle. Ferrière of the International Red Cross and the International Migration Service, and Miss Ruth Larned of the International Migration Service, on the subject of sending representatives to the Colony for the purpose of documenting the refugees there. The cards thus obtained would be analyzed and forwarded to the International Red Cross at Geneva, in order to facilitate the ultimate reunion of families now scattered. The cards will also include data which will be of use for the readjustment of the refugees after the war.

Action on the approval by PEA of the budget for this camp for the quarter February 1 - April 30, 1944, has been held up pending the receipt from Mexico of a reply to questions previously drafted by this section and being transmitted by PEA for clarification of the budget. At the suggestion of this Section, \$40,000 was sent on account, with the statement that no further funds would be forthcoming until the full data requested on the budget had been received.

Field Operations Section - During the past week, the Section designed special forms for internal control of communications to and from the field missions and prepared and submitted a list of supplies and equipment required to handle them. This was done in preparation for the assignment to the section

of all incoming communications from the field missions.

The handling of matters pertaining to the Casablanca refugee camp was turned over to the Refugee Camps Section and assistance was rendered that section in relevant problems arising during the week.

A letter was dispatched to Mr. Rupert Emerson, Deputy Director of the Liberated Areas Branch of FEA formalizing the existing arrangements on the detailing of UNRRA personnel to FEA for the purpose of operating the Casablanca camp.

Pending the issuance of the Bulletin assigning the handling of incoming communications from the field missions to the Office of Area Coordination, the section has handled action assignments within the Office of Area Coordination only. As of March 9, however, records will be kept of all incoming and outgoing communications clearing this section.

Communications have been received and assigned for action as indicated on the attached sheet (p. 5a).

Distribution Section - The Distribution Section has been working closely with the Area Divisions, specifically the Southern European Division, in developing material on distribution possibilities in the various countries. A memorandum on distribution in Greece was prepared and discussed with the Greek Branch. It covers the following points:

1. Distribution Policy
UNRRA Council Resolutions - Atlantic City
2. Respective Responsibilities of UNRRA and Government or Authority of the Country
3. Measures to Promote and Insure Effective Distribution
 - a. difficulties to be overcome
 - b. price control
 - i - gratis distribution
 - ii - distribution through special commercial groups
 - iii - price policy
 - iv - taxation
 - c. rationing
 - d. international measures to aid distribution
4. Preliminary Survey of Marketing System
5. Personnel
6. Draft of Agreement Between UNRRA and Government or Authority of Country
7. Questionnaire for Preliminary Survey of Marketing System

A similar memorandum on distribution on Yugoslavia was prepared and will be submitted to the Yugoslav Branch.

In collaboration with the Bureau of Supply, the Section has been working on a Puerto Rico work-clothing procurement program. This matter is now in the process of clearance with FEA and Treasury Procurement.

The Section has also worked with FEA and OSS on the preparation of a distribution manual for A.M.C.

III

ADMINISTRATION

Departmental and Field Services Branch

Field Budget - Conferences have been held with the Health Division, the Welfare Division and the Southern European Division on the preliminary factors governing the establishment of a field budget. Similar discussions will be arranged with other Divisions.

Field Personnel

Assignments - E. M. Brown detailed to Casablanca Refugee Center

Therese Kerze transferred to Cairo

Louis L. Pittro transferred to Cairo

Arrivals -

London

March 2 Hugh Jackson

Casablanca

March 7 William Albard
Carol Bettman
Richard Brookbank
Ned Campbell
Therese Kerze
Sue E. Sadow
Winifred Tyson

Cairo

March 3 William Brown

Departures - London

March 4 Harry Greenstein
Jay Krane

Travel - Conferences on the use of the travel document have been held with the Office of the General Counsel, the Office of the Director General and with the Administrative Officer. The matter was also discussed with the Deputy Director General in charge of the Bureau of Areas and recommendations have been forwarded by him to the Office of the

General Counsel.

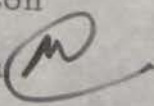
The question of an improved travel voucher form is under discussion with members of the Administrative Division.

Headquarters Personnel - For a complete summary of personnel actions, see the attached list (p. 7a).

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

March 4, 1944

TO: Dewey Anderson

FROM: Myer Cohen 

SUBJECT: First Progress Report of the Bureau of Areas

Attached is the over-all progress report of the Bureau of Areas, covering the period January 1 - March 1, 1944. The report has been compiled from summaries made by the individual Branches and Sections and from other sources suggested in your notes on the subject. These individual summaries accompany the report as a more detailed indication of the work being done.

In the future, the report will be compiled weekly, and will comprise the individual reports with comments thereon.

PROGRESS REPORT

of the

BUREAU OF AREAS

No. 1 -- January 1 - March 1, 1944

I Organization - - - - - Page 1

II Operations - - - - - Page 4

III Administration - - - - - Page 10

I. ORGANIZATION

Since the Bureau of Areas is primarily concerned with the relief and rehabilitation programs in terms of individual areas - both from the point of view of coordinating, planning and of directing operations in the field - its organization is along area lines, subject to coordination and direction from an over-all Office of Area Coordination. The attached chart illustrates the organization of the Bureau in some detail.

The relationship among the chiefs of the area divisions, the chief of the Office of Area Coordination, and the Deputy Director General in charge of the Bureau is based on the concept of a flexible administrative council. On questions of policy, the Deputy Director General may and does consult directly with the chiefs of the area divisions, the Chief of the Office of Area Coordination participates in all such discussions as the official who presents an over-all, coordinate point of view to a problem. On matters of administrative detail, the operating responsibility rests almost entirely with the Chief of the Office of Area Coordination.

The Office of Area Coordination is composed of two Branches. The Area Operations Coordination Branch consists of the Office of the Chief of the Branch and three sections, - Studies Coordination which will assist and coordinate the area divisions in gathering information relative to the area and in defining and preparing areas operating programs and procedures; Field Operations, which will be responsible for handling communications between headquarters and the field, developing a system of Field Reports and analyzing these Reports when they are submitted, and for handling miscellaneous operation tasks which do not fall within the scope of the Area Divisions; Distribution, which is responsible for providing staff assistance to the Area Divisions in the development of adequate distribution programs including data on price fixing and rationing systems; responsibility for developing a Camp Program and staffing the necessary camp unit at headquarters has been delegated to the Area Operations Coordination Branch.

The Departmental and Field Services Branch is composed of the Office of the Chief of the Branch and two sections: Training and Field Services. The Office of the Chief of the Branch includes personnel charged with responsibility for office management functions at headquarters including office supplies, procedures, etc.; Field Services Section, which is responsible for the various services to field personnel including travel and personal services, field budgets, development of administrative procedures for the Field.

The area Divisions themselves are four in number and are set up as the Western and Northern European Division, the Central and Eastern European Division, the Southern European Division and the Far Eastern Division. The areas are subdivided into Branches as follows:

Western and Northern European Division-	Northern Branch Western Branch
Central and Eastern European Division-	Central Branch Eastern Branch
Southern European Division-	Greek-Albania Branch Yugoslav Branch Italy, Bulgaria, Turkey, Rumania Branch
Far Eastern Division-	China Branch One other covering the other possible points of operation in the Far East.

Each Area Division is responsible for collecting and analyzing information on social and economic conditions within the area and currently advising the Technical Divisions and the Bureau of Supply on such information; for formulating an operating program for the area; for assisting the Technical Divisions and the Personnel Division in the selection and training of personnel for the Missions; and for arranging for the observation of the execution of relief and rehabilitation programs in the field.

The Deputy Director General in charge of the Bureau of Areas is Mr. Mihail A. Menshikov of the USSR whose appointment by the Director General was announced on January 18, 1944. Mr. Menshikov received an advanced degree from the Moscow Economic Institute in 1929, and until 1938, he was engaged in export trade of various foodstuffs from the USSR. After working with Arcos Ltd., in London as a member of the Board of Directors, he became president of All Union Export Timber Organization, Moscow, and remained at the head of this organization, the largest timber trade organization in the world, for six years. Mr. Menshikov came to the USA last November as a member and adviser of the Soviet Delegation to the first session of UNRRA held in Atlantic City and since that time he has been actively engaged in UNRRA business.

Mr. Dewey Anderson, Chief of the Office of Area Coordination came to UNRRA from OFRHO and FEA where he was Chief of the Supply and Transport Division. Mr. Anderson was an executive with the American Section, European Student Relief in Poland and the Baltic States from 1921-1924. Until 1927 he worked with the same organization in Russia. In 1932 he obtained the Ph.D degree from Stanford University where he taught from 1930-1934. A member of the California Legislature for two years, Mr. Anderson became co-director of the Institute of Occupational Research at Stanford University in 1936 and continued in this capacity throughout his career as California State Relief Administrator, executive Secretary of TNEC and Chief of the American Hemisphere Division of the BEW.

The Chief of the Southern European Division is Mr. George Xanthaky who, previous to the organization of UNRRA was a staff assistant to the

Director of OFRRO. Mr. Xanthaky spent five years as the Editor and Business Manager of the Long Island (N.Y.) Chronicle. After eight years as City Clerk and Councilman of the City of Long Beach, N. Y., he became Assistant Counsel to the Governor of New York. Mr. Xanthaky's appointment as Chief of the Southern European Division was confirmed by an announcement on Feb. 11, 1944.

The key positions in the other divisions have not been filled as yet, with the exception of Mr. William G. Welk, who has been appointed as Chief of the Western Branch, Western and Northern Division. Mr. Welk, an American, received the Ph.D. degree in Economics at Harvard University in 1933 and from 1933 to 1939 was Chairman of the Department of Economics and Business Administration at the College of St. Thomas, in Minnesota. In 1939, Mr. Welk joined the US Tariff Commission as a Commercial Policy Analyst and later became the Senior and Principal Analyst. Mr. Welk came to UNRRA from OFRRO where he was Chief of the Regional Studies Branch, Division of Studies and Progress Reports.

In the Office of Area Coordination, Mr. Myer Cohen has been appointed chief of the Area Operations Coordination Branch. Mr. Cohen came to UNRRA from the WFA where he was Assistant Regional Director of the Office of Labor in San Francisco and worked with the importation of Mexican farm workers. This farm labor program included transportation, housing and labor relations with some 50,000 Mexican workers.

After receiving the Ph. D. degree from Yale University in 1935, Mr. Cohen became an instructor in international relations at Colorado College, and later the same year, started work with an experimental program of adult education at the School of Social Studies in San Francisco. In 1940, Mr. Cohen became the Assistant Regional Director of the Farm Security Administration in the San Francisco region where he worked with camp relief, cooperatives and farm projects for three years.

Mr. Cohen's responsibilities with UNRRA, which he joined early in February, will include the coordination of area operations and work with the refugee camps under the jurisdiction of UNRRA.

II OPERATIONS

Area Programs

In an effort to clarify the meaning and content of an area program, several memoranda have been drawn up on this matter by members of the Area Divisions. Considerable thought has been given the matter of working relations, both formal and informal, between the Bureau of Areas and the Technical Divisions. In attempting to determine these relations, it has become apparent that the area programs proper must be more closely defined. Since the definition of these programs is basic to the successful functioning of the Bureau of Areas, and since progress toward this end is of paramount importance to the Bureau, the most comprehensive of the memoranda is summarized below.

This memorandum gives as the ultimate end of the area program and UNRRA's immediate task, "to determine as accurately as possible the probable needs in terms of supplies and services of each of the areas in which UNRRA expects to operate, and to devise the most effective means to fill those needs."

The memo states that the duties of an area division will be to assemble the main facts relating to the natural resources, the economic and social conditions and the current relief and rehabilitation needs of the area in question. The memo emphasizes the need for detailed regional information, and sets up as the types of information needed for each country:

1. Physical characteristics
2. Population, literacy, language and religion distribution; migration.
3. Government and politics.
4. Economic resources, industry and trade by types.
5. Living conditions and relief needs.

The principle sources of this information are indicated and the suggestion is made that a liaison officer be appointed to channel contacts with these sources.

The contents of a "typical UNRRA relief and rehabilitation program" are given as:

- I. Brief factual survey of the physical characteristics, the population, the natural resources, the political, economic and social conditions of the territory in question.
- II. The relief and rehabilitation program proper:
 1. Food relief.
 2. Clothing
 3. Medical care and sanitation

4. Soap Requirements
5. Emergency transport, shelter and equipment.
6. Welfare services (including displaced persons.)
7. Methods of relief distribution
8. Agricultural rehabilitation
9. Industrial rehabilitation
10. Financing the relief and rehabilitation program.
11. Field operations and personnel.

Coordination

The relations between the Area Divisions and the Area Operations Coordination Branch were discussed and clarified at a meeting of those concerned. As a result of this meeting the responsibilities and the administrative lines with the Branch are being defined in regard to the Area Divisions.

Contacts

The Area Divisions have made headway in establishing contacts with various Federal Agencies. The Western branch has contacted the French Delegation and the Belgian Embassy as well. The Central Branch has located important material in several of the Federal offices and is now awaiting clearance to obtain the use of this material.

The Southern Division, having made the needed contacts under OFRRO is proceeding with detailed work on its component programs.

Western and Northern European Divisions— Western Branch

The Western Branch has prepared memoranda on the nature of area programs for relief and rehabilitation; on a program of work for the Western Branch; and on an interview with M. Jean Monnet of the French Delegation in which some of the preferences and needs of the French were indicated in regard to relief and rehabilitation. The Branch surveyed and classified material on France, Belgium and Luxembourg and drafted preliminary informational memoranda on these countries. The Chief of the Branch attended a number of inter-agency meetings the subjects of which were: organization of the Western European Branch, organization of a field reporting system, liaison with other agencies, and field operations in North Africa.

Southern European Division — Greek-Albania Branch

Greece

Since the first of January, 1944, a number of projects related to Greek relief and rehabilitation have been completed. They comprise studies on fertilizer and agricultural requirements; recommendations and analyses on the Joint Administration Relief Commission in Greece in regard to personnel, organization, and distribution of medicines and wheat; a report on Greek communications; one on motor transport;

a manual on transportation, communications, population, distribution and physical aspects of Greece, and an enlarged map of Greece showing distribution districts, ports of entry and other details; An over-all report on the Greek industrial rehabilitation program and a distribution report are now in progress.

Albania

Draft statements on food requirements, clothing specifications and soap specifications and computations have been prepared. A tentative outline of a complete plan for Albania has been drawn up for discussion purposes.

Yugoslav Branch

A draft containing the analysis of various agricultural rehabilitation requirements has been prepared and also a tentative plan for establishing actual requirements when a reconnaissance mission is sent into Yugoslavia. This work was based on the analyses of a number of OFFRO and FEA reports as well as a Cairo report and conferences with the Agricultural rehabilitation Division of UNRRA.

Information on commercial, cooperative and governmental agencies that may be used in the distribution of relief has been compiled. A report on the present price control and rationing systems is now in progress.

Mr. I. Weisman of FEA has completed a survey of port, rail, transport and storage facilities. This report will be utilized by UNRRA and arrangements have been made to secure working maps and other necessary material.

Central and Eastern European Division -- Central Branch

This Branch, the most recently staffed in the Bureau of Areas, has drawn up detailed material, as mentioned previously, on the work of the Branch and the functions of a field mission. A large part of its work has been directed toward the definition of the relationships of the Branch to other UNRRA units, the locating of sources of information, and the outlining of courses of action for the Branch. The Central Branch has felt extremely handicapped by delay in obtaining clearance and lack of stenographic help.

MERRA - UNRRA Developments

Early in February, the Director General announced that agreement in principle had been reached between the British Government and UNRRA for the absorption by UNRRA of the Middle East Relief and Refugee Administration (MERRA).

Under the leadership of the Senior Deputy Director General, immediate action was taken to work out the details for the transfer of MERRA, which is the coordinating agency for all refugee camps in the Middle East, to the jurisdiction of UNRRA. The absorption involves immediate operation by UNRRA of the refugee camps in Egypt and Syria and the assumption by UNRRA of the responsibility for the coordination and supervision of all private agencies which will be used in Balkan Relief Operations.

The imminence of the operation has required a complete revision of the original concept of the Cairo Mission and the personnel which would be required to conduct the Mission's activities. The Bureau of Areas was given the responsibility for developing the organizational plan for the Cairo Mission and for coordinating the personnel requirements of the several functional divisions and bureaus. Draft proposals were prepared in cooperation with the several divisions, all of which have participated in the meetings held under the chairmanship of the Deputy Director General for the Bureau of Areas.

No final plans will be adopted until the return from Cairo of the Deputy Director General for Regional Liaison who will discuss the draft proposals with UNRRA and British authorities in London and Cairo.

Chinese Experts' Training Program

Arrangements have been made between the Chinese Government and UNRRA for the training of an advanced group of fifty Chinese technicians. This group will come to the United States via India and will remain for a training period of from six months to a year.

The Chinese Institute will place and supervise the advanced training of these people during their stay in the United States. UNRRA's obligation will consist in paying the expenses estimated at \$2,400 per trainee^{including} during the trainees' stay in the United States. When the program has gone forward sufficiently for an appraisal of its effectiveness, consideration will be given to extending the program to cover a larger group.

The Chinese Government will proceed at once to select up to fifty persons from the following categories:

- Medical and health officers
- Agricultural specialists
- Irrigation and flood prevention specialists
- Welfare workers (including women)

The Chinese government will arrange for their transportation as far as India where they will arrive toward the end of March. The Chinese Government is enquiring whether transportation between India and the United States can be arranged through ~~Land-Lease~~.

The administrative responsibility is to be that of the Chinese Government acting directly or through the Chinese Institute as its agent. Thus, although discussions have been carried on with the Division of Training of UNRRA regarding possible programs for the trainees, UNRRA's responsibility will be limited to supplying funds and supervising satisfactory arrangements for the training of the experts.

The Casablanca Camp

The camp originated as a result of an agreement between Prime Minister Churchill and President Roosevelt to provide a temporary reception center in North Africa for refugees in Spain. After lengthy negotiations with the French, Camp Marshal Lyautey was chosen for this purpose. The camp had been built originally by Army engineers to house Army personnel.

The French agreed to permit a maximum of 2,000 refugees to be housed there after screening by them as well as by the British and American governments. They further agreed that they would not create concentration camp conditions but would provide work permits for refugees wherever this could be done without disturbing the local economy.

Responsibility for operating the Camp was vested in the Office of Foreign Relief and Rehabilitation with personnel to be provided in part by the British and in part by the United States Government.

When UNRRA was formed, responsibility for the Camp resided in FEA which had absorbed OFRHO. It was informally agreed that UNRRA would provide the necessary administrative personnel from its staff and would assist FEA in the administration of the camp.

The Army agreed to provide the requisite supplies and equipment to assist the camp, to open it and to carry it through June 1st.

Mr. Moses Beckelman was appointed as project director. After spending a short time in North Africa, he went to Madrid to ascertain the total number of refugees who would wish to go to the Camp and to set up the necessary procedures for screening them. The preliminary screening was completed the latter part of February. Mr. Beckelman then returned to Casablanca to expedite screening by the French. It was estimated that approximately 750 refugees will leave Spain to reside at the Camp. Preliminary steps have been taken to procure certain clothing repair materials for use in the Camp.

~~The Field Operations Section has assumed active operating responsibility for all matters pertaining to the Casablanca Camp and has developed a liaison with FEA for dealing with such matters.~~

Area Operations Coordination Branch

The personnel of this Branch has worked on the following problems during the past thirty days:

Preparation of the budget for the Bureau of Areas; developed and clarified procedures on communications and issued administrative orders covering same; held preliminary meetings on development of a system of Field Reports; prepared memorandum on proposed Training Program for UNRRA personnel; assumed responsibility for developing plans for a Camp Program and for personnel needed in the headquarters unit for this work.

Departmental and Field Services Branch

Procedures on travel, life insurance, leave regulations and financial arrangements for field personnel have been put in tentative form for discussion. The Branch has drawn up lists of clothing and equipment for field personnel as well as lists of medical supplies for field kits and of office equipment and supplies for mission headquarters.

Work has been done on gathering primary figures for the preparation of field mission budgets and a memorandum has been prepared for the Chief of the Area Operations Coordination Branch on the use of uniforms for UNRRA field personnel.

In addition to this, the Branch was charged with the full responsibility for moving the entire Bureau of Areas from its Walker Johnson location to the Dupont Circle Apartment Building. Since detailed space allocations and moving plans had been worked out in advance, the actual moving was well executed in the space of one day, and the work of the Bureau was officially resumed on March 2 at the new location.

III

ADMINISTRATION

The Budget

A detailed budget with justifications has been prepared and submitted to the Bureau of Finance and Administration. The budget calls for 97 positions of which 60 are professional and 37 clerical. The Office of the Deputy Director General comprises 8 positions, 6 of which are filled. Of the 5 positions in the Office of Area Coordination, 4 are filled. The following breakdown shows the positions filled and vacant by Branch and Division.

	<u>Positions Filled</u>	<u>Vacant</u>	<u>Total</u>
Area Operations Coordination Branch	4	1	5
Studies Coordination Section	0	5	5
Distribution Section	1	2	3
Field Operations Section	3	7	10
Departmental & Field Services Branch			
Office of the Chief	4	3	7
Training Section	0	2	2
Field Services Section	4	2	6
Southern European Division	2	1	3
Greek Albania Branch	4	1	5
Yugoslav Branch	1	4	5
Italy, Bulgaria, Turkey, Branch	-	-	-
Rumania Branch	0	2	2
Western & Northern European Division	0	3	3
Western Branch	2	2	4
Northern Branch	0	3	3
Central & Eastern European Division	0	3	3
Central Branch	1	2	3
Eastern Branch	1	3	4
Far Eastern Division	0	3	3
China Branch	0	4	4
Other Far Eastern Areas Branch	0	3	3

The field mission budgets are in a preliminary stage. Figures have been gathered by the Field Services Branch on personnel, living and quarters allowance, travel, per diem,

communications, rent, office equipment, office supplies, transportation and a representation fund. Progress is being made toward modifying these figures and compiling them in final form.

Personnel

The following summary shows the status of all personnel in the Bureau of Areas as of March 1, 1944.

Washington staff

transferred from FEA-OFRRO	22
entered on duty since January 1, 1944	77
transferred from other divisions	14

Washington Field Staff

transferred from FEA-OFRRO	41
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Public Health Officers	19
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Field Staff

transferred from FEA-OFRRO	
North Africa	10
London	2
Cairo	4

All Branches and Divisions have devoted considerable time to the interviewing of prospective personnel and to the analysis of applications. To date approximately 40 persons have been interviewed and papers for 10 are being processed.

Field Staff Assignments

Thirty-five men and women who are members of the Washington field staff have been interviewed by Mr. Menshikov, Mr. Anderson and Mr. Roseman. Of this group, seven have been assigned and sent to the Casablanca camp, three (Mr. Hart Schaaf, Mr. Fletcher Kettle and Mr. Edward Rhatigan) have been detailed to London, and one has been sent to Cairo.

In accordance with the policy of the Bureau of Areas that unassigned field personnel be utilized at Headquarters both for their own experience and for assistance to the various divisions, the remaining 24 people have been temporarily assigned to the Southern European Division, the Bureau of Supply, the Health Division, the Welfare Division, the Personnel Division and the Administrative Division. Until field assignment can be made, these people will be gaining an understanding of the organization and at the same time

contributing to the Divisions to which they are assigned at present.

Field Personnel have submitted to the Office of Area Coordination statements covering their training and their assignments since their entrance on duty with OFRRO and UNRRA. These statements are to be used in placing personnel in the most satisfactory locations and positions and copies of the statements will be added to the personnel folders of the individuals.

N. Y. Field Course

For the period January 17 to January, 1944, nine men were assigned to the Department of Public Welfare in New York City for field course and study of Municipal Welfare agencies. After several preliminary lectures in Washington, the group was presented to the officials of the New York City Welfare Department and given the background and organization of the Department. The remaining days of the Course were devoted to visits to and lectures on the most important State and Municipal Welfare Institutions. A trip to one of the Welfare Centers provided a view of actual problems and techniques of welfare work among crowded populations in the lower economic levels. A subsequent visit to Camp La Fuardia afforded a picture of a rehabilitation Camp and the techniques by which it is operated. They group also visited the New York Foundling Hospital, after a lecture on the subsidy system of Child Welfare, and the Civilian War Assistance Unit. They followed the school lunch program from its preparation in the Long Island Central kitchens, through the distribution phase and finally observed the serving of lunches at Public School 68 in Harlem. A tour of Greenwich House, a noted neighborhood settlement house was arranged whereby the group received a picture of an attempt to get neighborhood groups to solve their own problems.

An entire day was spent at the New York School of Social Work where three lectures on the social work problems facing UNRRA were delivered by members of the school staff. It was pointed out that some of the problems would be the choosing of local organizations through which to work, the workers' personal morale and attitude toward his job, the three stages of relief distribution, and the dissemination of medical and health information and services to backward countries.

Trips were conducted to the Mt. Carmel Home for the Aged, The Municipal Lodging House and the Childrens' Psychiatric Ward of the Bellevue Hospital. There were also several lectures on the handling of mass phenomena.

In a report prepared by the group it was stated that although some of the work as seen would not be of direct practicable value in the work of UNRRA, a great deal of it held valuable lessons as to methods and specific application.

Training

The question of training programs has been taken up in some detail by members of the Bureau of Area staff. The work was based on Miss Fackts' statement on training, and a packet containing this statement and memos by various members of the UNRRA staff has been sent to Director of Personnel for further action.

The original statement consisted of a preamble covering the purpose and general problems of a training program for UNRRA, a discussion of a training program for headquarters staff and a detailed program for clerical staff.

The memoranda written concerning this statement emphasize the importance of achieving a good program and a high level of morale. There was general agreement on the key points of a training program and on the need for immediate well-considered action on such a program.

Suggestions were made for a system that provides for supplementary training in Cairo and London and for an Advisory Committee and Training composed not only of UNRRA staff, but including leaders in the field of Welfare education and representatives from the American Association of Schools of Social Work. It was felt that this would lend value to the Committee and promote cooperation with and among private agencies.

Further recommendations were that a "field reserve" be created and that a Branch be set up in the Division of Personnel to handle the training program. The members of the field reserve would continue at their private employment pending call to UNRRA field service and would thus minimize the problem of a large number of unassigned personnel at headquarters.

In addition to the Advisory Committee and the Training Branch, it has been suggested that a Liaison Training Officer be appointed to the Bureau of Area to be responsible to the Chief of the Bureau of Area and the Office of Area Coordination.

General suggestions were made as to the actual content of the program and as to various levels of training, but for the most part the written discussion has been limited to the organization of such a program.

Personnel Procedures

A Bureau of Areas Bulletin has been prepared on personnel procedures whereby the responsibility for handling personnel matters within the Bureau of Area has been delegated to the Administrative and Field Services Branch of the Office of Area Coordination. A detailed outline of procedure for the recruitment, appointment processing and placement of both professional and clerical personnel is given. This procedure is to apply to both headquarters and field staff.

Personnel Liaison Officer

Mr. Nicholas Rezak of the Personnel Division has been detailed to the Bureau of Area to act as liaison between the two units. As liaison officer, he will maintain a desk in his division and one in the Office of Area Coordination while he will remain on the payroll of the Personnel Division, he will expedite personnel actions in the Bureau of Areas working with the Departmental and Field Services Section and with the Training Section when it is established.

This arrangement is expected to increase the efficiency and speed of personnel actions to a great degree and to aid in coordinating the work of the Bureau of Area with that of the Personnel Division.

COMMUNICATIONS AND REPORTS.

Draft procedures have been prepared on communications, reports, and exchange of information between headquarters and the field. The drafts were reviewed with the Office of Area Coordination and a meeting was called to discuss the matter *OF REPORTS* with the Chiefs of the Area Divisions. The meeting was followed up by a memorandum to the Division Chiefs asking them to submit their suggestions in writing. A similar memorandum is being sent to the Directors of the Technical and Functional Divisions.

A bulletin was prepared on the handling of outgoing communications and a memorandum drawn up on communications within the Bureau of Area relating to consultation with other personnel.

Three issues of a weekly news-letter have gone out to the field staff. The news-letter contains notes on the organization, personnel and other developments in UNRRA as well as comments on the national scene, and is intended to supplement formal communications to the field personnel.

Space

Arrangements have been made to locate the entire Bureau of Area staff on the third floor of the Dupont Circle Apartment Building. The space assignments have been approved and the Bureau will move to the new location on March 2.

ARRANGEMENTS FOR FIELD PERSONNEL

Leave instructions and travel regulations adapted to field missions have been prepared for review by the various divisions.

A list of clothing a equipment and memorandum on the subject of uniforms for field personnel have been prepared for discussion.

A procedure for the use of an application for field service by UNRRA personnel in the Washington office has been prepared and is in the primary phases of discussion with the Division of Personnel.

In conjunction with the Division of Personnel and the Office of the Treasurer, tentative arrangements have been made for life insurance for UNRRA field staff and for financial adjustments to those who must maintain two establishments pending their reclassification stage. Figures have been gathered by the Field Services Branch on personnel, living and quarters allowance, travel, per diem, communications, rent, office equipment, office supplies, transportation and a representation fund. Progress is being made toward modifying these figures compiling them in final form.

Bureau of Areas

