

Assembly Reports

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Finance and Administration
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26th June, 1946.

Mr. J. W. Jago

To: Mr. J. W. Jago, Deputy Chief of Mission for Finance and Administration.

From: Mr. G. McKibbin, Asst. Deputy Chief of Mission for Finance & Administration.

Subject: Field Visit - Volos.

I arrived in Volos around 10 p.m. on Wednesday, June, 19, and returned to Athens on Sunday evening, June 23. The office in Volos is fairly comfortable and its rooms are light and airy. The Administrative Officer, Grace Spacht, is doing, in my opinion, a very creditable job and seems well versed with the many regulations and procedures which apply to Finance and Administration.

PERSONNEL. As in many other places, some confusion existed as to functional lines of Personnel as against those of Management and Budget. This has been clarified and the Region is now cognizant of the functional responsibilities of both Divisions.

The morale of Local Personnel seems to be very good. Conversely, that of the Imported Staff is anything but healthy for reasons explained verbally to both yourself and Mr. Maben and which will be found detailed in a supplementing confidential report on the subject.

Personnel Records are well maintained and required recurring Monthly Reports are promptly submitted. If the Director of Personnel, who will receive a copy of this report, finds to the contrary, he should check with Administrative Services as to reasons for delay. The report for the period closing June 15 was transmitted to Headquarters on June 17 by Courier.

Up until a month ago, the turnover in Local Personnel was relatively small, however, of late there has been a sharp increase in resignations, mostly of Drivers who have been successful in securing trucks and have started private operations of their own. The Region is encountering some difficulty in the matter of securing replacements. It is also difficult to locally recruit Typists and Interpreters, particularly the latter.

The Region has been literally applying the regulation on overtime which requires the approval of the Director of Personnel for time worked passed the weekly maximum of 54 hours. In this connection, I have given the Acting Regional Director the same privilege accorded some of the other Regions, i.e., the privilege to authorize required overtime passed the 54 hour maximum when necessity requires and with the distinct understanding that overtime will be kept to an absolute minimum. The major reason for the request and the authority granted, is a shortage of Drivers and Interpreters.

G.A. 141, dated June 16, Immunisation Records of all employees be examined and that shots, where required, be given. The Regional Medical Officer discussed the subject with Dr. Vine when in Headquarters and it was mutually agreed that it would not be feasible to give inoculations in the Field and that those requiring them would be authorized to go to Headquarters. I do not quite subscribe to this thinking and recommend that it again be given consideration from the view point of having the shots given directly in the Field. Vaccines must necessarily be transported quickly and must be kept in refrigerated space while awaiting use. The latter could be easily overcome in the Region and now that we have our "Fairchild" the vaccines could be transported very quickly. I would like to have you comment.

The Region, until recently, had available British Army Hospital facilities. These facilities are no longer available and the Region is therefore dependant upon the services of a Local Clinic with which arrangements have been made and prices established. A copy of the agreement will be forwarded to the Accounts Section for its information and use in making Regional Vouchers.

ACCOUNTS. A recent inspection developed a cash shortage of 1,500,000 Drachmas. An audit just completed upon my arrival at Volos disclosed the shortage adjusted and the account balanced. A supplementing confidential report will also be given you on this subject.

G. McKibbin

Stress was laid upon the necessity of Regions submitting both its Cabled Financial Report and its Monthly Accounts' Report on time. It was pointed out that the figures in the Financial Report must agree with those reflected in the monthly accounts. It has happened too often in the past that they have shown wide differences. The Director of Accounts, who will receive a copy of this report, will inform me of a late receipt or discrepancies. The May statement of account was despatched to Headquarters on June 8 by courier.

Instructions were issued that no expenditures could be made against Representation Allowances without the prior approval of Headquarters and that in view of present conditions the prospects of approval were practically nil.

Requests for advances against I & Q, Home or Field Allotments are relatively few as far as the Imported Staff is concerned; the same applies to Local Personnel. The Administrative Officer was advised that in a case of need she could advance up to the end of the current payroll period for Local Personnel and up to the end of the calendar month for Imported Personnel against Field Allotments. Advances against I & Q were not to be made passed the dates established for payment. Any advances against Home Allotment or advances to Local Staff passed the end of the current payroll period would require explanation and the approval of Headquarters. Incidentally, this Region is not paying ~~an~~ advance and has requested that it be permitted to continue its present method of payment to Locals as the method of not paying in advance is preferable from both the accounting and payroll viewpoint. I agreed to the suggestion of continuance with the proviso that we would have to change to payments in advance if pressure was brought to bear upon us either from employees of the Region or the Local Staff Association.

MANAGEMENT & BUDGET. The Region was informed that it would receive its part of the Third quarter Budget, as submitted to London and Washington. It was explained that ~~it~~ ^{CASE} should be taken to live within the Budget and that no commitments of a large nature in connection with items or operations not reflected in the Budget should be made until prior approval had been received from the Management and Budget Division. In accordance with the views expressed by yourself at today's Bureau Staff Meeting, these verbal instructions will be implemented by detailed written memoranda to all Regions.

There was the usual complaint with regard to disapprovals by Management and Budget and several recommendations for reclassifications. I am asking Mr. DeVilliers to review the cases in dispute and to discuss them with me.

G.I. 116, dated June 7, was received in the Region on June 19. It contained instructions for information to be sent to Headquarters by July 1 or as shortly thereafter as possible. In establishing dead lines consideration should be given to the fact that this Region has three Branch Offices located at Larissa, Karditsa and Trikkala. The Regional Office must, in many instances, receive and correlate data requested of the three Branch Offices which requires time in view of very bad communications.

ADMINISTRATIVE SERVICES. Delivery of Field Mission Stores is satisfactory. Fresh meat, until recently, was supplied by the British Army. These stores are no longer available and the Region has of late been receiving its fresh meat from the Greek Army which has been very cooperative but which requires written authority from its Headquarters in Athens. The Director of Administrative Services, who will receive a copy of this report, will make arrangements with Mr. Lippincott to have the authority forwarded through proper channels. On the basis of instructions received from the Division Of Accounts, wives and dependents are being charged 74 cents for rations. I was queried as to the proper charge for children and I had to frankly acknowledge that I did not know. If our present instructions are not clear on this point they should be amended so that all Regions will be notified.

Deliveries of PX Supplies are such as to warrant no criticism from the Region except that the Region employees do not believe that they receive the wide variety accorded the staff at Headquarters.

The Region is very short of stationery supplies, part 1 culaly copy and mimeograph paper. Several typewriters are on a rental basis. The Administrative Officer was instructed to make a survey and to make a report to Administrative Services at Headquarters in the hope that needed typewriters would be available and that the rented ones could be released.

Prevailing local food prices are reflected in a weekly report submitted to the Mission Economist at Headquarters. This report, I understand, is submitted by all Regions and I think could be used to good advantage by Commissariat. If you agree, I suggest that the necessary instructions be issued.

In addition to mail received through our semi-weekly courier service, the Region contends that it also receives Headquarters' mail through the British APO and the British Post Officer. Mr. Fellios should check into this as delivery should be confined to the Courier Service.

I was shown an Administrative Order, dated June 1, bearing the Mail Room stamp of June 5 which was not received in the Region until June 20. On the same day there was also received a letter dated June 4 bearing the Mail Room stamp of June 11. Mr. Fellios will also check into this and give me an explanation as it is quite obvious that there is a delay within the Mail Room.

A progressively large number of employees are using International Mail Service as it has been found to be much more expeditious even though much more costly. One employee received a letter from the United States within 10 days of it being mailed. Our average through APO is approximately 30 days. Parcels being sent through International Mail Service are being held at the Greek Post Office until duty is paid before being released. Whatever arrangements Administrative Services makes with Greek Post Office authorities in connection with Headquarters' Staff should carry through to Regions.

ADMINISTRATIVE TRANSPORT. The Region is taking a leaf from the Headquarters' book and has instituted a pool system which is working smoothly and to the satisfaction of all concerned, believe it or not!

Servicing and repairs have been done by YEKKA which has been very unsatisfactory in view of YEKKA paying its employees a premium on repairs to YEKKA equipment with the understandable result that UNRRA vehicles wait until last as there is no premium paid to YEKKA employees for the servicing of UNRRA equipment. The Maintenance Officer was recently added to the Regional Staff, and he is, I believe a "Go-getter". I approved the expenditure of 600,000 Drachmas for the purchase of an electric motor so that our cars could be washed with in our own Car Park. I also approved the expenditure of what funds would be required to build a pit so that greasing and minor adjustments could be performed by our own mechanics. The Transport Officer will be in Athens this week to submit inventories and to attempt to secure some badly needed spare parts and tyres. I have instructed him to report to me and I will get him together with Mr. Murray to see what can be worked out. The present inventory shows the following with approximately 40% in shop awaiting repair.

16 Jeeps	17 15 cwt.
5 Staff Cars	7 1/2 Tons
10 Motor Cycles	3 3 Tons.

Out of the above, 7 15 cwt., 3 1/2 Tons and 8 Motor Cycles are assigned to Malaria Control and 5 15 cwt. are on loan from the American Jewish Relief Team operating within the Region. The last 5 are in the common pool.

That is all.

cc: Messrs. Astras, DeVilliers, Fellios,
Mitchell, Murray, Mr. Jago.

GMcKIBBIN/I.M.

FINANCE AND ADMINISTRATION REPORT FOR JANUARY 1946

The following report is submitted in conformity with the instructions contained in ERO Administrative Order A-120:

III. 7. a.

While not an organizational change the same effect is achieved in that the Division of Organization, Management and Budget has now been able to start full scale operation with the employment of an acting director, Mr. Drew DeVilliers who has had considerable experience with the South African Government in this sort of activity. Mr. DeVilliers will specialize on the organization, procedures, and reports control activities as soon as Mr. Filles, the Director of the Division, reports from Washington. The Chief of Mission has already requested that the division undertake a complete survey of the activities within the Mission with a view to weeding out operations that are not essential and determining potential sources of surplus personnel. This division will also be called upon to assist in long-term plans for an orderly reduction in program throughout the balance of the year.

III. 7. b. (1)

Results of the closer coordination between the Mission's Personnel Office and ERO are showing up as there has been a steady flow of new personnel to the Mission. Many of these, however, are replacements for persons who have been repatriated. The following table indicates the activities in this respect:

INCOMING PERSONNEL

<u>Home Stations</u>		<u>Nationalities</u>	
Washington	13	American	13
London	37	British	33
Cairo	4	Egyptian	1
Palentine.	1	Jewish	1
The Hague.	1	Dutch	2
		Yugoslav	1
<u>Totals</u>		South African	2
Male	32	French	1
Female	24	Norwegian.	2
Total	56		

IMPORTED PERSONNEL

People interviewed	35
To be recruited	115
Commitments	53
In process.	43
New assignments	23
Transfers within Greece	4
Reclassifications.	22
Terminations.	9
Transfers out of Greece.	12

LOCAL PERSONNEL

People interviewed	504
Resignations	2
Appointments	52
Terminations	19
Reclassifications	11
Transfers	15
Upgradings.	13

III. 7. b. (2)

Following advice from ERO steps are being taken through the imported staff to form a Staff Association. It is anticipated that when this group have formulated their plans they will take such steps as are necessary to become affiliated with the Staff Association at ERO.

Mail, or rather the lack of it, continues to be an important problem with respect to morale. This is especially true with respect to persons whose mail comes from the United States since AIC has not been able to maintain satisfactory schedules, and recent bags of mail received carry letters postmarked in the United States as far back as last November. We have been able to satisfy the staff that this is a problem beyond the control of UNRRA but it appears to us that steps should be taken in Washington to ensure that when the private companies take over in March that mail service will be improved. In this respect it is the recommendation of the Mission that a pouch service be set up whereby the mail can be taken from the airlines company office at the airport direct to Headquarters rather than having it go through the Greek postal authorities. There are two reasons for this recommendation: (1) the Greek postal authorities are still censoring incoming mail and (2) the speed with which mail is handled is not encouraging.

III. 7. c.

Travel out of Greece continues to be the major problem since AIC whose facilities are now available since the Mission has been supplied with dollars does not have the seating capacity to meet the needs. RAF is carrying personnel to the United Kingdom and we understand is being reimbursed in sterling by ERO. However, this office does not receive any record of the payments made which makes budget control difficult. The War Shipping Administration has been cooperative in that top priority for space is given to UNRRA personnel. This is a slow process, however, since the number of passengers that can be carried on each ship is very limited. Payment for this type of transportation is made by issuing a dollar letter payable in Washington. So far we have been unable to arrange sea transport to the United Kingdom. We presume that Washington is undertaking the necessary negotiations with the private airlines that will be handling flights between Greece and the United States starting the early part of March. A further complication on travel out of Greece has arisen. Since all imported personnel arrived in Greece via military airlines they were cleared in by military authorities. Entry permits from the Greek Government have not been received and, in fact, the Greek Government did not have facilities established for meeting this problem at the airports. People leaving Greece through the airports were likewise cleared by the military authorities. Since we have started to use sea passage, however, we have run into the controls set up by the Greek authorities and exit permits are required. These have not been easy to get since the Greek law does not permit issuing an exit permit to an alien unless he also possesses an entry permit. Negotiations are under way with the Foreign Minister to arrange for entry permits en bloc for all imported personnel presently in Greece.

III. 7. c. (continued)

The fact that there were so many errors in the paybooks has not been helpful in persuading the personnel that the paybook system is much better than the previous arrangement. It is hoped that with the information the Accounting Division is sending to ER0 these errors can be straightened out quickly and that the balance of the paybooks due will be received as expeditiously as possible.

The official rate of exchange was changed on January 26 from 500 drachmas to the dollar and 2,000 drachmas to the pound to 5,000 drachmas and 20,000 drachmas respectively.

A conference of the Regional Administrative Officers was held during the second week of January, this being the first in the history of the Mission. The results were particularly gratifying both to the Headquarters staff and the Regional Administrative Officers. A number of vexing problems were clarified, many new procedures and controls introduced, and above all the staff in the Field and at Headquarters concerned with the administration of UNRRA's activities had an opportunity to have a better understanding of each other's problems. It is planned to hold such conferences at regular intervals. As an additional step to not only helping the regions but exercising more administrative control over them, auditors are now in the process of going from region to region to examine the accounts and accounting systems. This has been a long-felt need since the problems of communications have always made it difficult to keep a close check on activities outside of Headquarters.

The situation with respect to local staff has continued to be difficult and during the month of January there was one general strike of all local employees and two strikes of the drivers. These strikes have been coupled with strikes of the Government civil servants and other large organizations. The Government has raised all wages to ten times the June rate and has directed that UNRRA do the same, these increases to be effective February 1. Despite this adjustment the threat of strikes continues and it is anticipated that further trouble will result.