

OPERATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS OPERATION  
IN THE CONGO

INTER-OFFICE MEMORANDUM

BAT/442/64

31 August 1964

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

FROM: James R. Brooks, Deputy Resident Representative

SUBJECT: Staffing Pattern

In connection with the Manning Table for the Office of the Resident Representative, I should be grateful if you would arrange that, effective 19 September 1964, Mr. A. Succar fill Post No.9. In addition, will you please change the designation of this post as follows: delete "Research Assistant and Statistician", and substitute "Senior Programme Officer".

This gives effect to the decision taken to transfer from TAB/SF Budget the post of Mr. Stathis, effective 1 July 1964, to the Secretariat for Counterpart Funds, Economic Analysis and Coordination (35-04).

To cover the additional cost of Mr. Succar, I propose that in addition to the saving from the transfer of Mr. Stathis to the Economic Analysis and Coordination project, we add the savings from the two posts of Auditors carried on your Administration Budget, who will also be transferred to the Secretariat for Counterpart Funds, BCE.

My memo L552/64 dated 29 August 1964 to Mr. W.H. Miller, copy attached, refers.

Accordingly, I should be grateful if you would instruct Personnel to take the necessary action with New York to effect the transfer of Mr. Succar as of 19 September 1964 and arrange for a one-year contract.

cc: Mr. B.F. Oserio-Tafall  
Mr. M. Gauvreau



ONUC  
Leopoldville

Info in Piche Mr. Saunders.  
Belmont & 262  
2 accounts  
24 July 1964  
Legum  
Return time  
p 28/vit

Office Instruction No. 75

To: All Purchasing and Supply Section Staff  
From: Chief, Purchasing and Supply Section  
Subject: Re-organisation of Purchase and Supply Section

With effect from 1 September 1964, the personnel of the Purchasing and Supply Section will be reorganized into the units as are detailed hereinafter.

1. TAB Purchasing Unit comprising :

Chief - Mr. G. Oberweis

Staff - Miss F. Gallais

✓ Mr. Scordialos

✓ Mr. Moraitakis

✓x Mr. Coinidis (located with Co-op)

✓ Mr. Diacakis (located at Med Sup Depot)

✓ Mr. Carayannis

Mr. Calimeris vs PROAG

? Mr. Vlahos

Mr. Philaitis

✓ Mr. Nevrodis

Mr. Malundamene

Typists

Drivers

Labourers

- Notes :
- Unit will use TAB Registry.
  - This unit will be responsible to TAB Administration as of 31 August 1964.
  - Traffic will retain ONUC outstanding claims until a decision is made known by HQ New York in connection with their processing.
  - Will move to accommodation on the 4th floor of the Royal by 31 August 1964.



BAT/442/64

31 August 1964

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

James R. Brooks, Deputy Resident Representative

Staffing Pattern

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cc: Mr. B.F. Osorio-Tafall  
Mr. M. Gauvreau



JOB DESCRIPTIONSENIOR PROGRAMME OFFICER

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

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



JOB DESCRIPTION

SENIOR PROGRAMME OFFICER

1. Initiates, prepares, and is responsible for the issuance, in conjunction with the Chiefs of Mission of Specialized Agencies, Principal Advisers of other Technical Assistance Units, and all Section Chiefs, and under the overall guidance of the Resident Representative and his deputies, annual technical assistance programmes for eventual discussion with, and submission by the Congolese Government representatives.

2. Keeps the annual programme under continuous review and modifies, amends, and revises the programme as required by changing circumstances or as requested by the Congolese Government authorities.

3. Consults with the Budget Officer regarding overall financing of the programme.

4. Concerns himself with the implementation of the annual programme as regards recruitment of experts, evaluation of their performance, and extension or renewal of their contracts.

5. Prepares, in conjunction with Principal Advisers of U.N. Technical Assistance projects and Section Chiefs and Personnel Unit, job descriptions of experts.

6. Supervises work of the Programme Officers and Programme Assistants.

7. Co-ordinates U.N. Technical Assistance with all other technical assistance provided to the Congo from national, international, or private sources.

cc: Mr. B.F. Georio-Tafall  
Mr. A. Succar  
Mr. J. Saunders  
Mr. A. Buccianti



*Confidential*

*file*

ORG 110.

PROPOSED ESTABLISHMENT; PURCHASING AND SUPPLY UNIT

Charged to TAB budget as from	Name	Grade	Main duties	Become direct responsibility of TAB
1 MAY 64	• Oberweis	P-2	Chief of Unit and contracts	1 SEPT.64
1 JAN.64	• Moraitakis	FSL-4	Purchasing: General clerical duties	"
1 JAN.64	• Scordialos	FSL-4	Purchasing	"
1 OCT.64	• Gallais	FSL-3	Secretarial	"
1 OCT.64	• Philaitis	FSL-3	Movement Control	"
1 OCT.64	• Nevrodis	FSL-5	Finance, Imprest, etc.	"
1 OCT.64	• Carayannis	FSL-4	Traffic	"
1 NOV.64	• Diacakis	FSL-4	Medical	"
1 <del>NOV</del> .64	• Calimeris	FSL-4	Traffic, tariffs, insurance	"
1 <del>NOV</del> .64	Vlahos	L-7	Shipping & Freight	"
	Coinidis	FSL-4	PX procurement	"
1 SEPT.64	vacant (local Congolese)	L-5	Registry clerk	"
1 SEPT.64	P. Malundamene (local Congol.)	L-4	Finance clerk	"
1 SEPT.64	vacant (local Congolese)	L-5	Clerk/Typist	"
1 SEPT.64	vacant " "	L-5	" "	"
1 SEPT.64	vacant " "	L-1	Labourers' Movement Control	"

*all  
similar*



BAT/333/64

19 August 1964

Mr. D. Hanson, Chief of General Services

E. M. Cacouris, Administrative Officer

Proposed Insertion in Administrative Report to New York

Returned herewith are a number of copies of Travel Authorizations and Shipping Authorizations which were attached to your proposed insertion in the Administrative Report dated 5 August 1964.

The current requirement is that one copy of all Travel and Shipping Authorizations covering BTAO experts should be forwarded to New York for obligational purposes. The account chargeable for travel of BTAO experts is 643-08, and this may be used as a quick identification.

No copies of other Travel or Shipping Authorizations are required to be sent to Headquarters New York.

cc: Mr. Pavre  
Mr. Pichler  
Mr. Yassir



0126110

JMS:jmg

cc: Bunch

L-459

1 August 1964

1964 Revised Administrative Budget

Dear John,

Further to my letter of 29 July 1964, you may find  
.....useful the two attached copies of a table of 1 July 1964:  
"Comparative Statement of Personnel Services Estimated Costs".

Yours sincerely,

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

Mr. J. McDiarmid  
Senior Director  
Technical Assistance Board  
United Nations  
New York, New York

please see Annex



L 450

29 July 1964

CONFIDENTIAL

Revised 1964 Administrative Budget

Dear John,

..... Attached are six copies of the revision of the 1964 administrative budget. This is the first time since the original budget was written that you and we have been able to review a complete and detailed set of figures, so we propose to treat the revision in its present form as a draft. Copies will not be released until you approve the text, or until any amendments have been completed.

The first round of revisions was completed in May, and the results embodied in the provisional statements and tables dated 14 May 1964, which we discussed when you were here, and a copy of which you took with you to New York. These figures have subsequently gone through a second revision, in detail and from the beginning, and the results are embodied in the attached documents.

There are a good many reasons why so much effort and time had to be put into the process, as you know. As the review of the duties, staff, and future direction of each section of Headquarters, and each field office, went on, it became clear that we were in effect starting to write a completely new budget rather than revise the existing one.

The work of changing organisation and budget began in March. This late start accounts for the fact that we are still only part-way along in the re-organisation and reduction of the Accommodation, Purchasing and Personnel branches, for reasons mentioned below.

The changes to date have been so many and varied that we could not have handled them by a process of communication with, and clearance

Mr. John McDiarmid  
Senior Director  
Technical Assistance Board  
United Nations  
New York 17, New York



through, TAB Headquarters. We have been most appreciative of the confidence you and all concerned have given us throughout this exercise, and we hope you will find the results have justified your confidence.

The most radical changes are over. In the next stage, from here forward, we can more properly speak of revision, and I should welcome instructions on how changes in the budget should now be handled, and what procedures we should follow in securing direction and clearance from Headquarters.

Two or three areas in particular seem likely to yield further economies, but each will need a good deal more time and attention to win those economies, than we have yet been able to give. They are, in order of possible size of savings in manpower, the Accommodation, Purchasing, and Personnel branches.

The Accommodation Branch is a big unit still deeply involved in the throes of re-organisation. We have just split off the TAB Housing piece, and are getting the measure of that, while the remaining staff--as ONUC Liquidation Team--are winding up their part of the job. Housing is one of the most delicate subjects with which we are involved, and we are treading carefully. There is room for what may well be, in the end, a sizeable reduction in the total holdings of accommodation, but the reduction will have to be secured gradually.

We have adopted the aim of achieving a financially self-supporting housing operation, but in the absence of any useful cost records, and profit and loss accounts, it has not yet been possible to know exactly what the target should be. Work is going on as fast as possible to clarify the position, but the figures so far suggest that the net loss (all expenditures including rents paid to landlords, repair and maintenance materials, Leopoldville Headquarters and maintenance staff; less the income which is rent deductions from allowances) could conceivably run as high as \$100,000 (including both CF and other currencies) for the last six months of 1964, if no changes were made in the original arrangements. This figure is so incredible that we assumed at first our arithmetic must be wrong. Unfortunately, the arithmetic seemed to be quite alright, so we went back to the basic facts.

The aims remain to have tenants pay:

- (a) true rent;
- (b) plus a percentage for the overhead costs of Accommodation Branch staff and materials and repair services.



The latter costs include an other currency factor (part of salaries, mostly for NGL staff, plus spare parts for domestic equipment that must be bought abroad). We have not yet devised a satisfactory way of covering all such costs, but we shall. I am satisfied that housing services will have to continue for a long time to come, and that we are unlikely to get anywhere near the reduction of staff implied in that part of the original 1964 budget dealing with accommodation, which was hardly drafted in very realistic terms. But I shall be reporting progress at intervals, as we dive deeper into the whole question.

The whole Purchase and Supply Unit will be split into TAB and ONUC liquidation components at the end of August. An earlier change would have involved us in serious difficulties, given the staggering problems of handling surplus and liquidation operations. You can probably readily imagine why it has not been possible to get a useful estimate of just what volume of business will fall to the TAB unit, since we are actively engaged in the parallel operation of putting all external purchasing functions into the hands of United Nations and the agencies. The total of staff now earmarked for the TAB unit is a marked reduction on the number originally proposed, but is more than foreseen in the original budget. We are convinced that we can get nearer to the original budget figure, with more clarification of work load, methods, and procedures, but that we are unlikely to be able to operate, at any time in 1964, on the original figure of one purchase officer and two assistants.

The Personnel Office is still too deeply involved in actions, which should be handled by agencies, but to cut down and re-organise will require from us time and attention we do not at present have available. But this problem shall have attention as soon as possible.

Further revisions will be made in the budget, of course, in the following areas additional to the ones mentioned above:

- (a) air transport - see paras 20 through 22 of the budget revision text;
- (b) in charging off certain further secretarial costs to agency project budgets. There is a possibility of small additional economies;
- (c) in revising some vehicle transport charges to other budgets. The cost per year for maintenance, repair, and POL per vehicle is now agreed at \$750 (of which \$100 is in other currency). ONUC has asked to be reimbursed for its maintenance and repair of TAB vehicles in the first six months of 1964, in both GF and hard currency at the agreed rates, on the



understanding that it would similarly reimburse TAB for the vehicle service TAB gives to the liquidation staff for the approximate three months from 1 July. We have made adjustments accordingly in the budget, though we do not really see any value in such cross accounting. You may like to comment;

- (d) by modest economies in radio communications staff, and one or two other small personnel adjustments.

14. You will notice that we have trimmed the resources figure to exactly \$1 million.

15. The finest scrutiny of the scene shows remarkably little room for manoeuvre in the rest of 1964, and we are already uncomfortably close to our financial ceiling, with an amount for contingency which is too small to be healthy. We shall continue to exert ourselves to the utmost to keep expenditure and obligations within the budget limit.

16. In view of the contribution by the US Government to our total budget funds, we propose to show the revised budget document to our USAID friends here, but shall not do so until we have your agreement.

17. Now that we see much better where we are in 1964, we should begin to give some thought to the 1965 budget. We should welcome some guidance on a timetable, and the financial and other limits to be observed.

Yours sincerely,

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



OR 9710

✓

TAB  
Leopoldville

LEO/Admin/CM.33  
LEO/Admin/CM/F.12.

14 July 1964

TO : Chiefs of Sections, TAB/SF Headquarters, Leopoldville

TAB Civilian Affairs Officers and Administrative  
Assistants in the Field

*John M. Saunders*

FROM : John M. Saunders, Deputy Resident Representative

SUBJECT : Administrative Reports

Experience shows that the administrative reports to and from field offices are not proving as effective a means of channelling information, requests and instructions as had been hoped. As from 18 July 1964, therefore, we shall discontinue the use of administrative reports between Leopoldville and the field stations in the Congo. In order that I can follow the work being done through field offices, however, I shall be glad if you will let me have a copy of any letter or instructions sent to a field office. You should address the original communication direct to the field office and there will not normally be any need to secure clearance from me. I leave it to you to decide when a policy question should be raised with me in advance of action.

In the same way the Civilian Affairs Officer or Administrative Assistant in the field office will reply direct to you and simply send me a carbon copy. I hope that at a later stage it will be possible to discontinue even the arrangement for sending carbon copies to me. I shall write to you again on this point if and when experience suggests that this further change is possible.



org 110

10 June 1964

To : Mr George Linsky, Acting Chief  
Field Operations Service, New York

From : Carey Howard, Chief Administrative Officer, ONUS

Subject : ONUS financial liability for ONUS staff members  
transferred to Civilian Operations

*sent to Mr. Martin on 19/6/64*

In a memorandum to Mr Turner, Controller from Miss Helen  
Maynard, Deputy Director, Office of Controller, dated 12 June  
1964 (copy sent to you and to me), she states in paragraph 5:

"In this connection, a review of coding of expenses  
must also take place here to be sure that, for ex-ONUS  
staff, those accrued entitlements which are chargeable  
to ONUS are in fact taken on ONUS account. The  
principal examples are commutation of leave, repatri-  
ation travel and separation payments where ex-ONUS  
staff who have come onto the CivOps payroll in 1964  
are repatriated in 1964. In particular, I trust  
that nothing will be done at Headquarters to upset  
the arrangement by which separation payments and  
the second half of round-trip tickets for such staff  
remain valid as ONUS charges."

This recommendation was not discussed with me and I am not  
in agreement with charging ONUS for the whole cost of travel, as  
it is my understanding that staff members transferred from ONUS to  
Civilian Operations give Civilian Operations personnel without  
paying for their incoming travel which has already been paid for  
by ONUS. As they will use the services of the staff members, it  
seems only fair that Civilian Operations should be charged with  
the second half of round-trip tickets for home leave or repatri-  
ation.

I should appreciate it if you would take this matter up with  
the Office of the Controller.

cc: Miss Helen Maynard  
Deputy Director, Office of Controller



049 110

File

L.407/64

16 July 1964

Dear Mr. Handy,

Many thanks for your letter of 9 July. I am happy that the Congo Desk is in charge of someone with good experience of the Congo. I shall do my best to keep you fully informed. While this letter will break our standard rule of one subject only in one letter, I'll get right back to orthodoxy from the next letter onwards.

You will be receiving, under cover of a separate letter to Mr. Stedman, copies of the manning table as of 1 July. This was produced with no little sweat and agony, and it should begin to present a first comprehensive view of the personnel facts. I look forward to hearing what procedure we should follow in clearing with you any amendments to the manning table.

The revised administrative budget is also in production. The mathematics have been done, and the tables are being typed. The narrative is part drafted. The delay has occurred because we were forced to do a total reorganisation of this headquarters staff before revising the budget, and I do not need to go into long explanations for someone such as yourself regarding the problems we ran into. The key point is that we are still under the ceiling of one million dollars, though only just.

I personally checked with the personnel and budget staff every post in the budget and manning table, following thorough examinations of present and future work load with each section chief. Mr. Seward's cables reflected the proposals I had approved. I have asked all concerned to ensure that for the future cables on the subject of TAB staff go out only from me, or with my clearance.

I imagine you will have read the series of circulars which I have issued on administrative and financial questions. Peter ~~Kusen~~ will have a complete collection, and we send him a copy of each new one as it is issued.

From now on I will also try to send you copies of any major letters or reports which will help to keep you in the picture, even where they do not necessarily call for any action on your part.

Mr. G.M. Handy  
Congo Desk  
JAD,  
TAB,  
New York

..//..



Our greatest difficulty at present is that we are extremely short handed, as you will see from the manning table. Tony Gilpin and Jim Brooks are here, but Tony will go on leave this week, while Jim has recently returned from leave. We have no programme officer posts filled yet, so that members of my staff have necessarily had to help out on the programme side. Add to that a shortage of secretaries all round, and I am sure you can imagine something of the nature of the problem. Another crisis of the Bukavu sort during the next six weeks could easily bring us to a halt in certain parts of the normal work. But by the end of August three of the programme posts should be filled, and hopefully that part of the problem will then be behind us.

With best wishes,

Yours sincerely,

John M. Saunders  
Deputy Resident Representative



## TECHNICAL ASSISTANCE BOARD



## BUREAU DE L'ASSISTANCE TECHNIQUE

UNITED NATIONS  
NEW YORK

TELEPHONE: PLAZA 4-1234

CABLE ADDRESS: TECABOARD \* NEW YORK

## REFERENCE:

CONFIDENTIAL

July 9, 1964

*He had been pressing*

Dear Mr. Saunders:

It is rather unfortunate that I had no occasion to have an interview with you prior to my departure from the Congo. Everything had to be done so hastily and at the last moment that I did not know myself before the 5th that I was leaving on the 9th June 1964.

As you may know, I have started officially at the Congo Desk JAD/TAB on 1st July 1964. I understand that my main functions here will be to coordinate and follow up matters between your HQ, Leo., and our different departments. In other words the Congo Desk will be servicing the TAB HQ, Leo., with regard to all administrative matters. You may rest assured that every effort will be made in order to ensure prompt administrative coordination and support to your HQ in whatever may be necessary.

The general idea is that we shall be taking over from Field Service the administrative reports. New York HQ's A/R's in reply to yours will thus be compiled and prepared by the Congo Desk.

With regard to matters related to personnel, our job seems to be to see that your requests for recruitments extensions, travel arrangements etc., are being given necessary action. In this respect I want to refer to cables numbers 2552 and 2535 addressed to Field Service by Mr. Seward, and concerning extensions, recruitments, of CIVOPS personnel. We have been somewhat puzzled here to receive such requests from Mr. Seward rather than from the Resident Representative's office. We have assumed, of course, that although channelled through Mr. Seward's office, these requests emanated from you. Immediate action was taken as confirmed in Cable Nos: 2522 and 2520. It may be desirable, however, that all such future requests be initiated by your office and addressed directly to JAD/TAB rather than to Field Service for the following reasons:

1. We will certify personnel actions on your behalf fully assured that they conform to the Budget, which is controlled by your office.
2. There will be better control at our side and less chances that we should be asked to intervene in matters which do not pertain to our field of activity (BTAO, OPI, PFS).



I understand that in the very near future things will be much clearer to everyone as the Controller's Office is undertaking the task of issuing a final manning table. On the other hand, Miss Helen Seymour will soon be able to give us the latest position with regard to the Administrative Budget.

In the meantime, I would welcome any information which you may think is necessary, in as much as the Congo Desk may be acting here as, shall we say, your representative.

Yours sincerely,

  
G. M. Handy  
Congo Desk, JAD

Mr. J. Saunders  
Deputy Chief Administrative Officer  
Civilian Operations  
ONUC  
B.P. 7248, Leopoldville, Congo



L.400/64

16 July 1964

Mr. R.B. Stedman, Director, JAB, EAB, New York

B.F. Ogorie-Tafall, Resident Representative and  
Director of Special Fund Programs

Manning Table

With reference to your cable 2563, enclosed are three copies of each of the following:

- (a) manning table as at 1 July 1964 (LEO/Pers/2);
- (b) LEO/Admin/CH.35 addressed to chiefs of mission;
- (c) LEO/Admin/CH/7.14 addressed to field offices.

The manning table, and the revised budget (copies of which will also reach you shortly) reflect the extensive changes made in the organization and staff arrangements at this headquarters. There will be more changes to come, but they will be possible only after we have gained some more experience of the way the present arrangements work, and as we see the precise nature and size of the task for one or two of the sections, following the steady disappearance of ONUC liquidation staff. For example, we believe that a further reduction should be possible in the staff of the Purchase and Supply Section, as we push on with the decentralisation to the agencies of purchasing responsibilities. Some further reductions may also be possible later in Personnel and Finance offices.

The whole future of the Accommodation Section is also under review, as part of our attempt to hammer out a more coherent housing policy. On this also, I shall be writing separately.

You will notice that we are establishing a control on personnel actions, and their implications for the budget, which apparently either had not existed before, or if it did was honoured more in the breach. I should appreciate your letting me know the extent to which you wish us to refer these questions to you, and any procedure to be followed.



UNITED NATIONS



NATIONS UNIES

NEW YORK

CABLE ADDRESS • UNATIONS NEWYORK • ADRESSE TELEGRAPHIQUE

REFERENCE:

110  
✓

10 July 1964

Dear Bibiano,

Thank you for your letter of 8 July 1964, informing me of the instructions you have issued with regard to correspondence addressed to Headquarters on technical assistance activities in the Congo. Your instructions are entirely correct.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Ralph".

Ralph J. Bunche  
Under-Secretary

Mr. B.F. Osorio-Tafall  
Resident Representative  
United Nations TAB Office  
Boite Postale 7248  
Leopoldville, Congo



029 110.

*File*

JUL - 8 1964

OPERATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS OPERATION  
IN THE CONGO ACTION

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC LEOPOLDVILLE

*Mr. Gacouris*

*please check with me.  
de Candia  
what is meant*

7 July 1964

TO:	Saunders 262
1	
2	
3	<i>return this note to me</i>
<input checked="" type="checkbox"/>	Action Completed
<input type="checkbox"/>	Acknowledged
<input type="checkbox"/>	No Action Required
INITIALS	<i>CS</i>

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

From: Carey Seward, Chief Administrative Officer

Subject: Turn-over of functions to Civilian Operations

..... Attached is copy of a memorandum from Mr. De Candia, dated 1 July 1964, concerning the turn-over of functions to Civilian Operations.

Please note Para G. I assume that the purchases refer to all those made directly by specialized agencies' representatives and are not, therefore chargeable to one of your accounts.

If there is any uncertainty about this, you may wish to communicate with Mr. De Candia to find out what action he refers to.

*Carey Seward*

*circular being issued  
establishing impts of  
CF 30,000 to agency to  
cover these purchases.  
Mr. Pichler is taking  
care*

cc Mr. De Candia

*CS  
27 July*



11-8-1964

UNITED NATIONS OPERATION  
IN THE CONGO



OPERATION DES NATIONS UNIES  
AU CONGO

BOITE POSTALE 2725  
LEOPOLDBERG  
REPUBLIQUE DU CONGO  
CABIN OTUC LEOPOLDBERG

7 July 1964

To: Mr. J. Saunders, Deputy Resident Representative (Administration)  
From: Gary Seward, Chief Administrative Officer  
Subject: Turn-over of functions to Civilian Operations

.....  
Attached is copy of a memorandum from Mr. De Candia, dated 1 July 1964, concerning the turn-over of functions to Civilian Operations.

Please note Para G. I assume that the purchases refer to all those made directly by specialized agencies' representatives and are not, therefore chargeable to one of your accounts.

If there is any uncertainty about this, you may wish to communicate with Mr. De Candia to find out what action he refers to.

cc Mr. De Candia



OR 9 110

INFO. COPY

Action To Saunders 262  
File No. \_\_\_\_\_

7 July 1964

JUL - 8 1964

To: Mr. D. Manson, Chief, General Services  
From: Carey Seward, Chief Administrative Officer  
Subject: Turn-over of Functions to Civilian Operations

Attached is copy of a memorandum, dated 1 July 1964, from Mr. De Candia, on the above subject.

Will you please take necessary action under paragraph 3, dealing with the withdrawal from ONUC stocks of furniture and materials by Civilian Operations.

Will you also arrange to provide Mr. De Candia with the information requested under Para B - Transport.

cc Mr. Saunders ✓



ORG 110

INFO. COPY

Action To Saunders abg

File No.

417164

JUL-8 1964

7 July 1964

To: Mr. T. De Candia, Chief Finance Officer  
From: Carey Seward, Chief Administrative Officer  
Subject: Turn-over of Functions to Civilian Operations

This is in reply to your memorandum of 1 July 1964 on the above subject.

Accommodation. - you are correct in your assumption that "effective 30 June" in fact means "effective 1 July 1964". Same is true of your assumption that 'accounts' means 'auxiliary records', and that Finance will be notified separately of accommodation charges.

Appropriate instructions have been issued on the other points in your memorandum.

cc Mr. Saunders ✓



OPERATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS OPERATION  
IN THE CONGO

BOITE POSTALE 744  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE ONUC LEOPOLDVILLE

ADM-000

1 July 1964.

TO: Mr. G. Seward, Chief Administrative Officer.  
FROM: T. De Candia, Chief Finance Officer.  
SUBJECT: Turn-over of Functions to Civilian Operations.

We have no comments to offer on the minutes of the meeting held on 25 of June 1964, concerning details of the Turn-over of functions to Civops., except the following minor points which we believe should be clarified in order to prevent confusion in the future.

Para A. Accommodation

1. (a) "Effective 30 June 1964 ....." means presumably, 1 July 1964.
- (b) "Separate accounts will be held ....." It is assumed that 'Accounts' means auxiliary records to be kept by two separate accommodation units which will notify Finance of accommodation charges separately.
3. We assume that ONUC Accommodation will notify Finance of Material and Furniture drawn from ONUC stock to enable us to take the necessary adjustment in our books.

Para B. Transport

To our knowledge Civops should have been charged for maintenance of cars on a cost per car basis w.e.f. 1 January 1964. This has not been done for lack of necessary data. May we please be supplied with these data and be informed of the date when Civops will take over the maintenance of ONUC cars. We should also like to be notified of the number of vehicles the maintenance of which is chargeable to ONUC.

./.....



Para D. Medical Coverage

We think that Civops should also clarify the question of hospitalisation charges payable by staff members and their dependants.

Para F. Claim

2. Charges for claims since 1 January 1964, have not been charged to Civops. It is requested that a list of such claims be submitted to Finance without delay.

Para G. Purchasing

It is noted that the cut-off date for Civops to begin performing its own purchasing will be 31.8.64. According to our records Civops has already performed its own purchasing in a number of cases, without issuing Purchase orders in accordance with established procedures.



JUL-7 1964

OPERATION DES NATIONS UNIES  
AU CONGOUNITED NATIONS OPERATION  
IN THE CONGO

ACTION

## INTER-OFFICE MEMORANDUM

6 July 1964

TO:	Saunders 262
1	
2	
3	
	<input type="checkbox"/> - Action Completed
	<input type="checkbox"/> - Acknowledged
	<input type="checkbox"/> - No Action Required
	INITIALS

TO: Mr. J. Saunders, Deputy Resident Representative (Administr.)

FROM: Carey Seward, Chief Administrative Officer

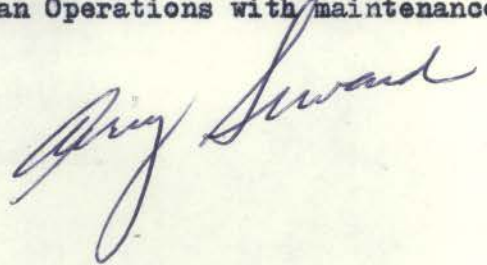
SUBJECT: Supplement to minutes of the meeting of 25 June 1964  
on turn-over of functions to Civilian Operations

1. the ONUC Transport Branch and its subsidiary units will cease to exist as from 30 June 1964.
2. On 1 July 1964 the TAB Transport Section will assume full control and responsibility for all functions previously handled by the ONUC Transport Branch.
3. All personnel employed in the Transport Section will as of 1 July 1964 be transferred to the TAB budget.
4. The following action will be taken in respect of equipment and supplies on charge to the ONUC Transport Branch and its subsidiary units:
  - (a) Equipment which is the property of the owner of the workshop  
This equipment will automatically be transferred to TAB charge under the new contract between TAB and the owner.
  - (b) Non-expendable equipment on issue from the Accommodation Branch  
This equipment will be transferred to TAB without charge. The Accommod. Branch will take necessary action with the Survey Board.
  - (c) Non-expendable equipment on issue from Base Ordnance Depot  
The Transport Unit will submit a list of this equipment soonest after 1 July 1964. The Chief, Purchasing and Supply Section will arrange for the necessary Survey Board action to transfer this equipment to TAB free of charge.
  - (d) Spare Parts  
All spare parts located at the workshops will automatically become TAB property on 1 July 1964. Vehicle spare parts held by the Base Ordnance Depot will - to the extent they are required by the future TAB Transport Section - be transferred to TAB free of charge.
  - (e) Vehicles  
The Chief Transport Officer will prepare a detailed vehicle establishment by 15 July 1964, showing the requirements of the TAB after 1 July 1964. Based on this, arrangements will be made between the Chief Transport Officer and the Chief of Purchasing and Supply Section to transfer the ownership of those of the vehicles included in the TAB establishment which are ONUC property. All remaining vehicles on charge to the Headquarters Transport Unit will be returned to the BOD under arrangements with the Head of the Disposal Unit.



5. The Deputy Chief Administrative Officer (ONUC) has prepared a list of vehicles required by ONUC after 1 July 1964.

6. The TAB Transport Section will take over the maintenance of ONUC cars after 1 July 1964 on a cost per car basis, using the same figures per car as were used when ONUC was providing Civilian Operations with maintenance services.



cc Mr. Polgar  
Mr. Cooper  
Mr. De Candia  
Mr. Dunn  
Mr. Gauvreau  
Mr. Manson  
Mr. Mortensen



*M. Saunders*  
*File*  
*9*

1 July 1964

#### TURN-OVER OF FUNCTIONS TO CIVILIAN OPERATIONS

There follow the minutes of the meeting held on 25 June 1964 in the office of the Chief Administrative Officer, concerning details of the turn-over of functions to Civilian Operations.

##### A. ACCOMMODATIONS

1. Effective 30 June 1964 separate accounts will be held for housing occupied by Civilian Operations staff members and ONUC staff members. The cost of all Civ. Ops housing will be charged against the Civ. Ops budget.
2. Since the requirements of ONUC for rehabilitation of ONUC premises are not known, it will not be possible to transfer to Civ. Ops any stock of maintenance materials or furniture free of charge.
3. Any maintenance material or furniture drawn from ONUC stock will be charged to Civilian Operations.
4. The present staff of Accommodation and Maintenance is to be split: ONUC will retain a sufficient number of personnel to liquidate ONUC occupied property, and the remaining staff will be turned over to Civilian Operations for the maintenance of the properties they occupy. If desired by Civ. Ops, Mr. Manson can act in an overall advisory capacity on Accommodation and Maintenance matters.
5. If during the liquidation process any surpluses of maintenance material or furniture are generated, they will be declared to Chief, Purchasing & Supply Section who will handle disposals in the usual manner.
6. Transit Accommodation is to be turned over to Civilian Operations.

##### B. TRANSPORT

1. A list of heavy tools, compressors, generators, etc. is to be prepared by the Chief Transport Officer and these articles of equipment are to be transferred to Civilian Operations.
2. Civ. Ops will take over the maintenance of ONUC cars on a cost per car basis, using the same figures per car as were used when ONUC was providing Civ. Ops with maintenance services.
3. Spare parts are to be turned over to Civilian Operations.



C. SURVEY BOARD

1. Civilian Operations is to appoint a new Survey Board as soon as possible, since the current Survey Board will be fully occupied with cases coming on in connection with liquidation.
2. Civilian Operations will in future maintain its own property records. The Chief of Unit Stores and Accounts will transfer a staff member for this purpose.

D. MEDICAL COVERAGE

1. Civilian Operations must take over the contract with the Danish Hospital. It is understood that something in the nature of a renegotiation is presently being conducted by Civ.Ops.
2. Under the contract with the Danish Hospital UN is required to provide rations, medicines and medical instruments. Civ. Ops will work out scalings for all these items, since it will be necessary for ONUC to liquidate anything of this nature which is not turned over.

E. DEPOTS

1. ONUC cannot continue to make issues from the Base Ordnance Depot.
2. In this connection Civ. Ops must work out a plan for rationing of Nigerian Police. Nigerian Police are understood to have a quartermaster and he should be made responsible for the police rationing, either from Nigeria or from stocks available locally.
3. It will be necessary for Civ. Ops to work out plans for Movement Control, Medical Stores and Issues.

F. CLAIMS

1. ONUC has been paying all claims to staff members of Civ. Ops since 1.1.64. In future all these claims must be paid by Civ. Ops.
2. All charges for such claims since 1 January 1964 must be reversed and charged to Civ. Ops.

G. PURCHASING

The cut-off date for Civilian Operations to begin performing its own purchasing will be 31 August 1964. At that date the Chief, Purchasing and Supply Section will cease purchasing on behalf of Civilian Operations and will turn over to Civ. Ops staff which Civ Ops decides it needs to carry out these functions.

cc: Mr. Saunders	Mr. Dunn
Mr. Polgar	Mr. Gauvreau
Mr. Cooper	Mr. Manson
Mr. De Candia	Mr. Mortensen



*file*

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Miss Helen Seymour

AGENDA FOR MEETING

A. CIVIL OPERATIONS

1. Accounting arrangements for 1964 Budget in light of various sources of financing  
(Revision of draft, cables 1-6-28)
2. Present status of the Congo Fund
  - (a) Review of Congo Fund expenditure in 1964
  - (b) Measures to cover the deficit in 1964
3. Status of U.S. PROAG financing  
Estimated savings and their use
4. Counterpart Funds
  - (a) U.N. Responsibilities
  - (b) Fiscal
  - (c) Audit
  - (d) Survey of individual accounts
5. Financial Committee  
Budget support
6. Revision of U.S. PROAG
7. Financing of the 1965-1966 Programmes
  - (a) EPTA and Regular
  - (b) Special Fund
  - (c) Congo Fund-in-Trust
  - (d) U.S. project agreements
  - (e) Earmarked national contributions
  - (g) Congo Government guarantees
8. Outlook of the Congo Fund  
Submission to DAC for September meeting
9. Installation grant, post adjustment, assignment allowance and convertibility
10. Financing of PX and Commissary Co-operative



(a) Balance of activities for period ending  
30 June

(b) Capital of the co-operative

(c) PX facilities after September 1964

11. Welfare activities

(a) Movies

(b) Club

(c) Other

12. Civil Aviation Transport Unit

(a) Transair contract

(b) PROAG financing

(c) other possible solutions

13. Local cost administration

14. Revision of the Administrative budget

15. Regional Offices

Administrative set-up

16. Status of IMF-appointed personnel

17. UNESCO teachers

(a) Dollars for convertible portion of salaries  
Jan/June 1964

(b) Financial arrangements from 1 September 1964

18. Compensation for use - on official business - of  
privately-owned vehicles

19. Swiss Medical Unit

Conversion facilities