

UNCIO - Working papers - Commissions & Technical Committees
- Commission II Committee I - administrative.

15 April 1945
15 May 1945

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9/05 - NR

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(PAGE 12.2.3)

Secretaries can select other meetings.

11

urgent - Secretaries to be read ready - Committee meetings.

Wright cancelled text
of clause
as agreed in
Committee

C-1

Chairman
will make

Dec

Documents for 1st meeting.

In Distribution -

Texts & Docs assigned to Committee I
Agenda -

In Review.

Text of Distribution Rules in
French -
English. -

Question - If two layers for working
purposes - which layer
shall we drop in. -

In Security -

Attendance sheet -
Roll call sheet -

List of County representatives - names. - ?

County Committee. -

Minutes needed in form of minutes.

Associated Executive Officers.

M. Serrevalles

Dr. W. S. -

Dr. W. S. with Mr. Birchall to see what
donations are needed for Committee meetings -
outside of common donations -

e.g. Basic Studies 1.1.0. -

League Council -

Speakers at Policy Seminars -

League Donations in Budget
celebration. -

M. Serrevalles -

Observations of Committee and Council
for improvement in efficiency. -

Key sheet of most important steps etc
~~has been taken~~
The Secretary should have at all times a
list, -

FORM/ 14
April 26, 1945

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MEMORANDUM

No. 3

1. The Secretariat of the Greek Delegation to the United Nations Conference on International Organization has opened its offices in the Hotel Sir Francis Drake, Rooms 608, 609 and 610. Mr. Alexis S. Liatis, First Secretary of the Greek Embassy, Washington, D. C., and Secretary of the Greek Delegation, is in charge. Other officers on the Secretariat Staff are:

Mr. Nicholas Gazis, Legal Adviser to the National Bank of Greece, Special Legal Adviser to the Delegation and Mr. George Michalopoulos, Assistant Secretary to the Delegation.

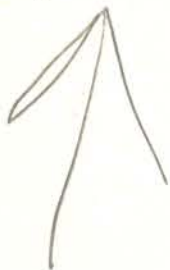
The Secretariat's telephone number is EXbrook 7755, Ext. 609.

2. Messrs. Miltiades Delivanis and Angelos Vlachos, Secretaries to the Ministry for Foreign Affairs and Assistant Secretaries to the Delegation, have both been assigned to the Office of the Greek Foreign Minister and Head of the Greek Delegation, Mr. John Sofianopoulos. Their office is located in the Hotel Sir Francis Drake, Room 617 - telephone EXbrook 7755, Ext. 617. They will handle all inquiries addressed to Mr. Sofianopoulos except those relating to matters of the Press.
3. A Press Service under Mr. George Cavounidis, Chief of Section, Press and Information Division, Ministry for Foreign Affairs, Athens, and Head of the Press Service of the Delegation, has also been established in Room 611, Sir Francis Drake Hotel - telephone EXbrook 7755, Ext. 611. Mr. Cavounidis will be assisted by Mr. George Mylonas, Secretary to the Press Service of the Delegation.

Mr. Power

Commission II Committee 1
will pick up.

^{gavin}
J.V. Davis, typist for Com II Com I



May 1, 1945

MEMORANDUM

To: Mr. Rothwell
From: Elizabeth H. Armstrong
Subject: Tabulation of Votes in Committees

During my record-taking period in both the Executive and Steering Committees I have been impressed with the difficulty in securing an exact record of votes whether by a show of hands or viva voce. As I understand it, the tabulation of votes in meetings of the Executive and Steering Committees, as well as in the Plenary Session is the responsibility of the Secretary-General. In the Commissions and Committees it will be the responsibility of the Working Secretaries.

It seems to me that the following procedures would be very helpful, especially in the meetings of the Committees:

1. The calling of the roll of delegations whenever a vote is taken.
2. A tabulation sheet for keeping the record of this vote. This sheet should be in mimeographed form and distributed to all committees.

It is my feeling that the Working Secretary should call the roll and that one of his assistants should enter the record of votes on the tabulation sheet.

EHA:FMcD

Points.

In Model of Summary R of Verbatim
minutes there is a reference to the # of
the full record. This will not be
available till later. - Can it be removed?

Shall Executive Office clear all minutes. -?

How know that # of copies to be indicated in Section 1 of job order?

UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION

Order of the Day - Service From

Date of request 00

Name of meeting: _____

Estimated Attendance: _____ Open or closed session _____

	a.m.		a.m.
Date of meeting:	Hour:	To	p.m.

Special Needs (Specify)

1) Facilities

a) Charts _____ d) Rostrum _____

b) Public Address System) portable____ e) Ushers____
) stationary_____

c) Room Arrangement (check). Places at head of table

(1) "J" table (2) Seating on outside only

(3) No. of places (4) Long table (5) Auditorium Fashion

2) Protocol Arrangements (i.e. seating, flags, etc.) _____

3) Secretarial: Number _____ Resume _____ Verbatim _____

4) Translating and Interpreting

a) Personnel needs: _____ b) Languages: _____

5) Documents (specify)

a)  b)  c) 

d) e) f)

6) Any other special arrangements? (specify) _____

7) Any suggestions for improvement? _____

Signature and title