Part I

271 Reports, Monthly

Regional

January 1945 - October 1946

3 - 13 26 41 08
MONTHLY REPORT FOR JANUARY 1946

ADMINISTRATIVE SECTION

Summary of Progress:

1) Attendance at Administrative Officers Conference at H.Q. in Athens over the weekend of 4th January with the assistance of Miss Hancock, SAROS, clothing, stationery, typewriters, a staff car, and other supplies were brought back to the Region.

2) Establishment in Region "EQ" of a personnel section consisting of one clerk to keep accurate personnel records and to facilitate the preparation of personnel forms.

3) Despite inflation of the currency and lack of credits, prompt payment to the staff of salary as authorized on 5 occasions during January by the Greek Government. Issue of clothing to staff.

4) Increase of staff to meet the requirements of an expanding program. Screening of staff to eliminate any members who may have worked with the Germans during the occupation.

Problems:

1) Lack of Office space required.

2) Lack of proper control of administrative transport.

3) Lack of typewriters

4) Difficulties of communication, currency and heating.

Hiram Gidley,
Adm. Officer, Reg. "EQ"

RS/HH.
APPENDIX A

4 September 1945

TO: Director, Region K
FROM: Administrative Officer
SUBJECT: Monthly Report for August, 1945

PERSONNEL

Imported Personnel. Mr. Joseph Barry, Regional Transport Officer, who was taken to Athens the previous month for an emergency operation, spent most of this month in the hospital, although it has finally been determined that an operation is unnecessary. Mr. Barry has been informed that he has angina pectoris and is to be repatriated as soon as possible. This, of course, necessitates a replacement, and Mr. Wild, Chief Transport Officer, informed me during one of my recent trips to Athens that Mr. John Kelly, now stationed in Volos, will come to this region to replace Mr. Barry. Miss Edith Eccles, the Regional Welfare Officer, departed for Athens at the beginning of the month and is to be replaced by Miss Dorothy Sullivan in the near future, according to Mr. Glen Leet, Director of the Welfare Division.

Voluntary Personnel. Miss Jean Robertson of the R.H.U. 4/13 (I.V.E.R.) team has left the region to be repatriated. BRS headquarters requested volunteers for the Far East, and several members of the M.F.H.A.U. #10 team submitted their names. Three of them, Miss Betty Shields, Miss Jean Bowdoin, and Miss Ponsonby have been accepted and will probably leave the Region during the coming month. Miss Doris Hart of the same team left during the month on compassionate leave granted by her organisation. At the present time the M.F.H.A.U. #10 team are combating a typhoid epidemic in a section about twelve miles east of Iraklion. It has been reported that they are doing an extraordinary job under the most difficult circumstances. Several members of the I.V.E.R. team are scheduled to be assigned to the Displaced Persons Division for training in that field and will leave for Athens during the first part of the coming month.

Class II Personnel. We are continuing to weed out personnel no longer needed in our organization and also to combine duties as much as possible, so that each person on the payroll will have sufficient work and thus reduce the number of personnel needed to meet requirements. The new salary scale has been instituted, but I would like to point out it was considerably delayed, due to the failure of HQ to send us the memorandum advising us of the revisions. This also happened in the case of the U.S. employees, which memorandum failed to turn up as well. It was necessary in both instances that the Administrative Officer collect the above-mentioned memoranda during a visit to HQ. Failures such as these to keep the Region advised of administrative changes handicap a great deal the operations of the Region, and it is to be hoped that steps will be taken to correct these oversights.

Seconded Military Personnel. As yet no word has been received concerning the attachment of Captain Harry Parr, RE, to the Regional staff as an UNRRA budgetary line appointment to the position of civil engineer. He is urgently needed here, because the road, bridge and port reconstruction, as well as the shelter program, are being vitally affected by the lack of a competent engineer. The early completion of the process
necessary to obtain his assignment should be given top priority by our HQ.

FINANCE AND ACCOUNTS

The fourth quarter estimated budget was submitted to the Director of Budget, Mr. Baker, and was accepted. The estimate constitutes a slight increase over third quarter, due chiefly to the necessity for increased expenditures in facilities and equipment and subsistence. Certain items on our June and July cash sheets which the principal accountant had questioned were discussed at length with members of his staff, and satisfactory explanations were made. It was also arranged that one of the staff would come to Cairo during the early part of next month and discuss these items with our senior accountant. For the most part, these are small errors that are being made, and the principal accountant assured me that our accounting procedure is quite correct, and once these slight errors are corrected, it would prove very satisfactory to HQ.

Personal accounts are now in good shape, and credit and debit slips are being received continuously, so that the accounts are kept up-to-date. Living and quarters allowances have also been revised by Mission memorandum to a very sound basis, in which everything is computed on a dollar basis, which will then allow changes to be made speedily any time the drachma is revalued. It is much more equitable than the previous method of computation and insures each imported employee protection from such a vacillating currency.

STAFF TRANSPORTATION

I was informed that four jeeps are to come to the island, which will go a long way to make our transport adequate to meet the needs of the staff. For a period of time the jeeps we have at present and the German volkswagens allocated to us by the military kept our staff mobile, but now the German cars are breaking up rapidly, and fifty per cent of them are constantly in for repairs. The tires are rapidly wearing out; we have very few replacements; and if the volkswagens continue to deteriorate progressively, it will be necessary within the next sixty days for the staff to get along on very little adequate transport, which is quite impossible on this island. The speedy delivery of the above-mentioned jeeps would considerably assist us in obtaining island coverage. I cannot emphasize too strongly the need for additional road-worthy transport.

ACCOMMODATIONS

The staff continues to be adequately housed, and our present office space has proved to be sufficient. It will be necessary, however, during the next month to hire a garage for our staff cars, as the military which formerly rendered us protection for our vehicles has now evacuated the island, and we ourselves must now make arrangements for the security of our vehicles.

SUMMARY

During the month I made two visits to HQ, and several questions concerning transport, shipping, clothing, the delivery
of fresh meat to the island for imported employees, PX supplies, officer's shop cards, Regional Welfare Officer, Regional Transport Officer, finance and accounts were satisfactorily answered. As you know, we have had great difficulty concerning our PX supplies. The last shipment had an entire case missing, and several of the beer cans had been drained of their contents before arrival, even though the cases were bound and sealed. Evidently the contents must have been drained before the cans were put in the cartons. I discussed this problem at length with Mr. Williams, in charge of PX supplies, and he assured me that from now on all these matters are receiving personal attention. He assured me that in the future we could expect little difficulty. We are continuing to submit lists of PX supplies desired by our imported employees.

There still remain unanswered two very important questions which were given to Mr. Lippincott, Assistant to the Chief of Mission, for answers. One concerned the very urgent problem of distributing the furniture from the Venetian Warehouses which are needed for food supplies. The Governor General here had requested an appropriation from the Government to finance the transportation of the furniture to the villages agreed upon. As yet no reply has been received, either from HQ or from the Government concerning this matter. The other question still unanswered revolved around the pro-rating of the cost of distribution in the name of Khania. Although it was strongly emphasized that a reply was of vital necessity, in order that the pro-rating could be instituted in the September distribution and thus do away with many complaints, no information has as yet come forward to us.
TO: Director Region E.
FROM: Adm. Officer, Region E.

SUBJECT: Report for August, 1945

In addition to an ever increasing bulk of routine work the following matters were dealt with in August 1945:

1.- Social Insurance Books have now been obtained for practically all UNRRA Local Employees in this Region. Owing to the shortage of blank forms and booklets at the Social Insurance Offices here, there will be some delay in obtaining books for the newly engaged UNRRA Employees.

2.- UNRRA Imported Personnel in this Region have not yet received the reconciliation statements which were promised by Athens H.Q., explaining the position of their accounts as a result of the depreciation of the Drachmae on June 5th 1945.

3.- The inventory of office furniture and equipment was duly completed and a copy was submitted to Athens Office on 3rd August, 1945.

4.- Accounts Clerk Nio. Cappides has been transferred to LUX Palace Hotel (where UNRRA Personnel are billeted) as Quartermaster, and has been struck off UNRRA E. Region Pay-Roll, because his work as Quartermaster takes up his full time.

5.- Our Road and Railway Engineering Division is functioning with only one Engineer so far, as we have not been able to obtain the services of Mr. P. Papadopoulos, Bridge Specialist, as we had hoped. Unfortunately, lack of transport is holding up the work of inspection and supervision by our Engineer Mr. Bonis.

6.- A number of questions on accounting, etc., are still in abeyance as we have not yet received replies to letters written to Athens H.Q. on these subjects. As discussed it is hoped that it will be possible to clear up a number of these matters during my visit to Athens during the coming week.

7.- Owing to the large expansion of some Divisions in this Region it has been necessary to order substantial additions to our office furniture. Further office furniture and equipment will be necessary to replace some of that on loan which is now been taken back by the owners.

We are manufacturing this furniture locally withdamage timber obtained free of charge from the ships bringing supplies to this port.

8.- There was again a spate of arrivals and departures in August of UNRRA Personnel and other officials connected with UNRRA, which greatly increased the work of our accounts and movement employees.

9.- As stated in para 9 of my July Report, the need for an Industrial Rehabilitation Officer in this Region is very great. For four months we have been endeavouring to obtain through UNRRA H.Q. Athens a suitable person for this post but in spite of frequent assurances that one would be provided the post still
remains vacant, and much of this work has to be handled by me to the detriment of my duties of Adm. Officer; it is now quite impossible for one person to cope with both these jobs.

10.- In compliance with administrative Directive No. GA-76 of 26th July 1945, the entire local personnel in this Region was re-classified and the rates of pay fixed in accordance with the new scales authorized, with effect from 1st July 1945. All new personnel now being engaged are taken on our payrolls under the revised classification and salary scales.

11.- E Region Estimated Budget for the fourth Quarter 1945 was duly prepared and submitted to Athens under cover of our letter E/2167 of 31st August 1945.

This calls for budget lines for a number of additional local and imported employees and amounts to Drs. 51,263,200.- A further request for three additional posts for our Public Health Division was made by our letter No. E/2216 of 4th Sept. 1945 increasing our estimated budget for the 4th Quarter 1945 to Drs. 51,697,320.-

12.- As stated in para 11 of my July report, the question of additional office accommodation for UNRRA Salonika is now very serious. The British Army Authorities have stated definitively that they cannot allow us more space in this building (202 Sub Area H.Q. Building) other than the 2 - 3 small rooms they have recently vacated on the 5th floor. This unfortunately will not meet our increased requirements, in view of the big expansion of our Public Health and Welfare and other Divisions (Divisions are now functioning with 4 - 6 employees in one room) and it will be necessary, therefore, for us to rent outside accommodation for one or two complete Divisions at an early date. This is now being looked into.

13.- Attendance Reports have been duly submitted for August 1945. The question has been raised, however, as to whether or not the B.R.C.S. are required to submit such reports. This has been referred to Athens for a ruling. It is trusted that the form in which E Region Attendance reports have been submitted fully covers the additional requirements of the Principal Accountant’s Circular, unnumbered and undated, received here on 26th July, 1945.

P.V.W. Donaldson
Adm. Officer, Region E.

PVWD/HN.

Paras. 2 to 6 above have been extracted and sent to Mr. Daley for action.

Paras. 5 have been extracted and sent to Personnel.

19/7/45
7th September, 1945

To: Director Region E.

From: Adm. Officer, Region E.

Subject: Report for August, 1945

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Donaldson
P.V.W. Donaldson
Adm. Officer, Region E.

PVWD/HN.
Monthly Progress Report - Month ending 31 August 1945

Section II - Administration

Summary - While there has been a slight turn-over in personnel due to three members of the Greek staff departing for Athens, office operation continued smoothly under the direction of Mr. Capraus, Office Manager. Increased demands placed on the staff by the arrival of additional imported personnel have been met adequately.

Progress - Miss Alice Finley, Regional Nursing Director, and Capt. Ferguson, Sanitary Engineer arrived in Mitilini.

Shifts have been made in the assignments of several members of the staff to meet changing conditions. One typist clerk and a third driver were employed. The total number of the Greek staff decreased by one during the month.

Credit-debit slips were received for all the members of the imported staff, missing pass books were also received and each account posted up to date.

Mail and signals have been handled satisfactorily through the Greek post office. Unavoidable delays in getting mail to and from the Region to HQ, must be laid to irregular shipping.

Of the three jeeps, one was put out of commission by the break-down of its clutch plate. As Capt. Green on his trip to Athens was unable to obtain any spare parts, attempt will be made to have the jeep repaired locally. Two tires were damaged and rendered unserviceable during the month.

The two 15-cwt at Mitilini, and the 3-ton truck at Kastron on Lesbos, were continued in operation.

PX and Manuf supplies were received twice during the month and divided equally among all the imported staff.

Salaries of Greek personnel were revised in accordance with Administrative Order No. 25/46. The staff appears to be satisfied with present salary rates.

The Lesbos office continues under the direction of Mr. Smith, Distribution Officer. The staff at Lesbos consists of an interpreter, a clerk, and a driver. Reports and statements are being received promptly.

Removal of Problems - Transport continues to be a difficult problem. A jeep is needed for the staff in Lesbos, and the greatest planning has to be done in Mitilini to meet the many demands. With one jeep off the road without spare parts and with unusable tires, the problem has become more acute. If the three jeeps which have been promised to the Regional Director arrive, transport may then be considered adequate.

Water transport continues difficult. While permission has been granted to rent a suitable ship, it has been impossible to find such a ship in the Aegean Islands.

Administrative Officer

[Signature]
APPENDIX A

8 October 1945

TO: Director, Region K
FROM: Administrative Officer
SUBJECT: Monthly Report for September, 1945

PERSONNEL

Imported Personnel. Mr. Joseph F. Barry, Transport Officer, left the region to be repatriated as a medical case and as yet his replacement, Mr. John Kelly, although urgently needed, has not arrived. Miss Dorothy Sullivan, Regional Welfare Officer, and Miss Rose Dobrushin of the tuberculosis team came on the eighteenth and twelfth of the month respectively. They are both now engaged in their regional duties and have made considerable progress since their arrival. As yet a road engineer has not been secured, but we are very much interested in obtaining the services of Captain Harry Parr, R.E., who now, we understand, has received an appointment to UNRRA. Captain Parr is well acquainted with the road, bridge and shelter needs of the island and his early assignment to the region would benefit these programs considerably. An appointment of a Class II road engineer is also being held up pending Captain Parr's arrival, so that he may have the opportunity of choosing his own assistant.

Voluntary Personnel. The Misses Ponsonby, Bowden and Shield of the B.R.C.S. team were withdrawn from the region by their Headquarters organization for assignment in the Far East. Miss Hart of the same team returned during the month from her compassionate leave. Messrs. Allisch, Jones, Rees, Brown and Mrs. Jones of the I.V.C.E. team reported to Athens for assignment to the Displaced Persons Division for training.

Class II Personnel. After considerable negotiation an agreement has finally been reached with the Ministry of Hygiene to take over the medical warehouses, so that we were able to transfer six persons from our pay roll to the Government pay roll to do this work. One other person was discharged during the month because his work was not up to standard. Our personnel review has finally been completed, and we expect to discharge at least two more persons at the beginning of the coming month. It is felt that our Class II personnel is at its lowest point possible without impairing the efficiency of the region, as long as the present amount of work continues. We found it necessary in order to meet various requirements to hire two mechanics, a helper-mechanic, a driver-interpreter, and a driver. In addition, Headquarters sent a press officer for assignment in the region.

FINANCE AND ACCOUNTS

Our cash balance on hand is now in such a state that we are unable to meet the pay roll for Class II personnel for the present period. We have written to Athens expressing great concern over this matter but as yet have received no reply. It is hard to understand why Headquarters proceeds to ignore such an important phase of our operations. As our local personnel are for the most part entirely dependent
on the salaries received from UNRRA it is unfair to impose such an undue hardship on them. If we do not hear from Headquarters on this matter in the next few days I recommend that an urgent signal be sent directly to Headquarters for the attention of the Chief of Mission.

Personal accounts continue in good shape. The credit and debit slips are being sent much more rapidly now by Headquarters, thus enabling us to keep all accounts up to date.

STAFF TRANSPORTATION

Our German transportation can no longer be considered serviceable or of any great use to the staff. These cars are now confined to the immediate areas of Khania and Iraklion where UNRRA has its offices. They are of no use for any island travel, due to their worn-out mechanical parts, lack of tires and tubes and general run-down condition. The five jeeps we now have on the island are attempting to meet the requirements of the entire personnel in their insular travel. These jeeps are now beginning to show wear and tear and also need spare parts, tires, tubes, batteries and so forth. Unless we receive all the various items to keep the transport in road-worthy condition the staff will gradually become immobilized and thus impair the region's activities to a great extent.

We have also been expecting for some time an additional four jeeps which have as yet not arrived. The advent of these would considerably strengthen our transport facilities. Island-wide coverage is now needed more than ever, due to the spread of our various programs, and with the winter months coming adequate transport is essential. Requests have been received from Athens Headquarters to make transport available for various people coming to the island, both Greek Government officials such as in the shelter program and representatives of Headquarters. As you can see, it is physically impossible to meet all our own needs and those which Headquarters indicates we should also furnish.

ACCOMMODATIONS

During the month fresh meat shipments for our imported personnel were inaugurated by Headquarters which met a great need. The shipments have been very satisfactory, except that if it is possible to send meat which is more lean it would enable greater benefit to be secured from the actual weight shipped. It is necessary to divide each shipment among seven messes and when a great deal of fat is involved there is a large amount of wastage. Nevertheless, we are highly appreciative of getting the fresh meat and fully acknowledge the great difficulty the Mission has had in attempting to ship it over, due to the meager transport facilities available between the mainland and the island. The sixty days' rations left here by the British military are now running very low and unless a new quota of rations is received by the fifteenth of next month we shall be in a very difficult position.

During the month a garage was opened up for the particular use of UNRRA vehicles. Minor mechanical repairs, tire and tube repairs, and a shuttle service are handled by our employees there. A guard is on duty all night, and we can report that there has been no pilferage of any sort up to date.
SUMMARY

There has been considerable sickness in the past month among the imported personnel which has handicapped the region considerably. In spite of this, however, the rest of the personnel have carried on and have filled in the gaps caused at one time or another by the absence of the Regional Director, the Administrative Officer, two of the Welfare personnel and CALC. The CALC, Major Eaton, is now hospitalized in Athens.

It was mentioned in my last month's report that two very important questions which were given to Mr. Lippinott, Assistant to the Chief of Mission, for answers had not received replies. This continues to be the case, and while of course the answers must come from the Greek Government, and therefore no one in Athens can be blamed for the failure of the Greek officials to respond, it is felt that there must be more pressure brought on the Ministries involved, so that we can get these answers which are vitally needed.

All in all, the region is reaching a point of organization which will enable it to carry itself on its own momentum. If Captain Parr and Mr. Kelly could be sent here as rapidly as possible, the regional organization would be completed. The functions which Captain Parr and Mr. Kelly are to undertake are so important, however, that it is impossible to consider that our regional staff is doing a top-notch job until the activities involved in these two divisions receive the expert supervision they need.
UNITED NATIONS RELIEF & REHABILITATION ADMINISTRATION GREECE MISSION

TRANSMITTAL SLIP

FROM: Deputy Chief of Mission for Finance and Administration

TO: Brown
    Room 20
    Accounts
    Admin. Services
    Budget Division
    Finance Division
    Personnel

REMARKS: Circulate to every Division & return to Mr. Joggi's office for filing.
Monthly Progress Report - Month ending 31 August 1945

Section II - Administration

Summary: While there has been a slight turn-over in personnel due to three members of the Greek staff departing for Athens, office operation continued smoothly under the direction of Mr. Gagnon, Office Manager. Increased demands placed on the staff by the arrival of additional imported personnel have been met adequately.

Progress: Miss Alice Finley, Regional Nursing Director, and Capt. Ferguson, Sanitary Engineer arrived in Ntitlin.

Shifts have been made in the assignments of several members of the staff to meet changing conditions. One typist-clerk and a third driver were employed. The total member of the Greek staff decreased by one during the month.

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Mail and signals have been handled satisfactorily through the Greek post office. Unavoidable delays in getting mail to and from the Region to HQ must be laid to irregular shipping.

Of the three jeeps, one was put out of commission by the break-down of its clutch plates. As Capt. Casey on his trip to Athens was unable to obtain any spare parts, attempt will be made to have the jeep repaired locally. Two tires were damaged and rendered unserviceable during the month.

The two 15-cvts at Ntitlin, and the 3-ton truck at Nastron on Lemesos, were continued in operation.

FX and Ispafi supplies were received twice during the month and divided equally among all the imported staff.

Salaries of Greek personnel were revised in accordance with Administrative Order No. 61-468. The staff appears to be satisfied with present salary rates.

The Lemesos office continues under the direction of H. M. Smith, Distribution Officer. The staff at Lemesos consists of an interpreter, a clerk, and a driver. Reports and statements are being received promptly.

Remedies of Problems: Transport continues to be a difficult problem. A jeep is needed for the staff in Lemesos, and the greatest planning had to be done in Ntitlin to meet the many demands. With one jeep off the road without spare parts and with unusable tires, the problem has become more acute. If the three jeeps which have been promised to the Regional Director arrive, transport may then be considered adequate.

Water transport continues difficult. While permission has been granted to rent a suitable ship, it has been impossible to find such a ship in the Aegean Islands.

[Signature]

Administrative Officer
APPENDIX A

4 September 1945

TO: Director, Region K
FROM: Administrative Officer
SUBJECT: Monthly Report for August, 1945

PERSONNEL

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Voluntary Personnel. Miss Jean Robertson of the R.R.U. #13 (I.V.S.P.) team has left the region to be repatriated. BRCS Headquarters requested volunteers for the Far East, and several members of the M.F.H.A.U. #10 team submitted their names. Three of them, Miss Betty Shields, Miss Joan Bowdoin, and Miss Ponsonby have been accepted and will probably leave the Region during the coming month. Miss Doris Hart of the same team left during the month on compassionate leave granted by her organization. At the present time the M.F.H.A.U. #10 team are combatting a typhoid epidemic in a section about twelve miles east of Iraklion. It has been reported that they are doing an extraordinary job under the most difficult circumstances. Several members of the I.V.S.R team are scheduled to be assigned to the Displaced Persons Division for training in that field and will leave for Athens during the first part of the coming month.

Class II Personnel. We are continuing to weed out personnel no longer needed in our organization and also to combine duties as much as possible, so that each person on the payroll will have sufficient work and thus reduce the number of personnel needed to meet requirements. The new salary scale has been instituted, but I would like to point out it was considerably delayed, due to the failure of HQ to send us the memorandum advising us of the revisions. This also happened in the case of the U.S. employees, which memorandum failed to turn up as well. It was necessary in both instances that the Administrative Officer collect the above-mentioned memoranda during a visit to HQ. Failures such as these to keep the Region advised of administrative changes handicap a great deal the operations of the Region, and it is to be hoped that steps will be taken to correct these oversights.

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I was informed that four jeeps are to come to the island, which will go a long way to make our transport adequate to meet the needs of the staff. For a period of time the jeeps we have at present and the German volkswagons allocated to us by the military kept our staff mobile, but now the German cars are breaking up rapidly, and fifty per cent of them are constantly in for repairs. The tires are rapidly wearing out; we have very few replacements; and if the volkswagons continue to deteriorate progressively, it will be necessary within the next sixty days for the staff to get along on very little adequate transport, which is quite impossible on this island. The speedy delivery of the above-mentioned jeeps would considerably assist us in obtaining island coverage. I cannot emphasize too strongly the need for additional road-worthy transport.

ACCOMMODATIONS

The staff continues to be adequately housed, and our present office space has proved to be sufficient. It will be necessary, however, during the next month to hire a garage for our staff cars, as the military which formerly rendered us protection for our vehicles has now evacuated the island, and we ourselves must now make arrangements for the security of our vehicles.

SUMMARY

During the month I made two visits to HQ, and several questions concerning transport, shipping, clothing, the delivery
of fresh meat to the island for imported employees, PX supplies, officer's shop cards, Regional Welfare Officer, Regional Transport Officer, finance and accounts were satisfactorily answered. As you know, we have had great difficulty concerning our PX supplies. The last shipment had an entire case missing, and several of the beer cans had been drained of their contents before arrival, even though the cases were bound and sealed. Evidently the contents must have been drained before the cans were put in the cartons. I discussed this problem at length with Mr. Williams, in charge of PX supplies, and he assured me that from now on all these matters are receiving personal attention. He assured me that in the future we could expect little difficulty. We are continuing to submit lists of PX supplies desired by our imported employees.

There still remain unanswered two very important questions which were given to Mr. Lippincott, Assistant to the Chief of Mission, for answers. One concerned the very urgent problem of distributing the furniture from the Venetian Warehouses which are needed for food supplies. The Governor General here had requested an appropriation from the Government to finance the transportation of the furniture to the villages agreed upon. As yet no reply has been received, either from HQ or from the Government concerning this matter. The other question still unanswered revolved around the pro-rating of the cost of distribution in the name of Khania. Although it was strongly emphasized that a reply was of vital necessity, in order that the pro-rating could be instituted in the September distribution and thus do away with many complaints, no information has as yet come forward to us.
MONTHLY PROGRESS REPORT - MONTH ENDING SEPT. 30, 1945

SECTION "A" - ORGANIZATION.

1) Some charge in organization has been found necessary due chiefly to the change of personnel.

2) The temporary assignment of Dr. Hochwald as M.O. for both "H" and "I" Regions enabled us for the first time to place Health Program, Sanitation, Nursing and Medical Supply responsibilities under professional supervision.

3) The assignment of Mr. V. Shock as Regional Welfare Officer likewise enabled us to place the general Welfare, Clothing Distribution, Supplementary Feeding and Shelter program wholly in Welfare hands.

4) Both responsibilities had previously been assumed, and very efficiently carried out, by H. Sibley, Administrative Officer.

5) Recall of Capt. I. Comay, attached, for discharge and return to home station, So Africa, leaves us without a transport officer. It is felt however that these duties can be divided between the Regional Distribution Officer and the Regional Aid Engineer. If difficulties arise request for replacement will be made.

6) Transfer of H. Sibley, Administrative Officer, from Mytilene to Salonika leaves no "second in command" in the region and requires administrative duties to be divided between our Greek Office Manager and the Regional Director. Due to the tireless efforts of Mr. Sibley in defining lines of responsibility, it appears that no separate Administrative Officer will be required. This however presumes that the Regional Director will be able to spend most of his time in the Regional Office.

R. F. DeForest
Regional Director
TO : Director, Region "E"
FROM : Adm. Officer, Region E.
SUBJECT : Report for September, 1945

In addition to an ever increasing bulk of routine work, the following matters were dealt with in September 1945:

1.- Social Insurance Books. As stated in my August Report the Social Insurance Office in Thessaloniki have not yet obtained a supply of declaration forms and booklets and this is now preventing us from establishing these books for the remainder of our local personnel. The matter is being followed up.

2.- UNRRA Imported Personnel in this Region have not yet received the reconciliation statements which were promised by Athens H.Q., explaining the position of their accounts as a result of the depreciation of the Dracmae on June 5th 1945.

3.- The inventory of Office furniture and equipment is being kept up to date. Items of Office furniture and equipment on loan or on hire which are being returned to their owners are struck off as and when returned. All new purchases of un-consumable equipment and items sent up from Athens are duly added to this inventory.

4.- We have engaged Clerk Vass. Spathopoulos as Accountant to cope with the increased volume of office work and eventually to take over from our Accountant Mr. Arakas who will probably be returning to his pre-war work in a few months.

5.- In order to clear up a number of outstanding matters with UNRRA H.Q. Athens I proceeded to Athens by air on 10th Sept. 1945 and returned by road on 22nd Sept. 1945. The following are some of the numerous matters dealt with in Athens:

a) Funds: I arranged for an immediate remittance of Drs. 20,000,000.- for current expenses in this Region.

b) Budget: I discussed in detail with the various Heads of Divisions in Athens our Fourth Quarter 1945 Budget which we had prepared and submitted to Athens at the end of Aug. and obtained approval in writing of practically all the new budget lines called for. Certain minor items are now being settled through an exchange of correspondence between Thessaloniki and Athens.

c) D.F.D. Personnel: The long-outstanding question as to whether D.F.D. personnel in this Region would be on H.Q. or Thessaloniki Budget was taken up with Messrs. Barger, Baker, Darling and Mitchell. It was agreed that they would be considered as based on Thessaloniki Budget with effect from the date on which they arrived in this Region and that their allowances would be adjusted accordingly. This agreement has now been confirmed by exchange of letters and will be followed up until it is satisfactorily settled.

d) Col. Sheppard: The difference of opinion between Athens and Thessaloniki over the appointment of Col. Sheppard as C.C. Siderocastron D.P.D. Camp was definitely settled. Col. Sheppard will remain as an UNRRA Employee (C.C. said Camp) and Athens will confirm the appointment and send us his P.3 at an early date.
e) Signature of Checks: It was agreed that Mr. Gout be authorized to sign checks on behalf of the Director or of the Adm. Officer. This has now been confirmed by letter to the Bank ofreece in Thessaloniki and to H.Q., Athens.

f) Hired Taxis: The new rates of pay for hired taxis in this Region (viz. Drs. 600 per driver and Drs. 1,700 per taxi; Drs. 2,300.- per day) were agreed upon with Mr. Wild and have already been put into effect in this Region.

g) Travelling Expenses etc: This matter was taken up with Mr. Darling in view of certain ambiguities in existing directives. Mr. Darling stated that a new directive was being elaborated at the time, clarifying the situation and establishing new rates. This directive has not yet been received. In the meantime drivers and local personnel have been allowed actual expenses up to Drs. 1,500 per diem to meet increased cost of living.

h) The position of local employees engaged in Athens but sent to this Region in "continuous travel status", was taken up with Mr. Darling. He requested that this ambiguous position be allowed to continue pending the issue of a new directive which will establish an allowance for persons permanently away from their homes. No such directive has been received at this Office up to the present.

i) A considerable supply of stationery, one typewriter and four leather satchels were brought back by me from Athens. Two more typewriters were promised, and I was actually told in Athens that they had been sent up to Thessaloniki ahead of me, but they have not yet arrived.

j) Roussis and Katerakis: Mr. Hausmann had got H.Q., Athens to instruct this Region to transfer these two employees to Athens, to help him out in his work. It was pointed out by me to the Personnel Director, to Col. White and other heads of Divisions, that these two employees could not possibly be spared from this Region. They agreed to leave them here. A further attempt made by Hausmann to take these away from us has been quashed. These two employees do not want to be transferred to Athens.

k) Lux Hotel: Mr. Darling agreed that a contract be signed with the owner of the Lux Hotel for us to use it as billets for UNRRA personnel, but stated that the draft contract should be submitted to Athens first, for approval.

l) Greek Red Cross: Several matters were discussed with Mr. Darling.

m) Transport: The all-important question of additional transport for this Region was taken up with Mr. Wild and firmly stressed. A memo (as per attached copy) was left with Mr. Wild. Before leaving Athens I was assured by Mr. Wild that about 300 trucks were being sent to this Region, some with trailers.

The question of cost of repairs of all Voluntary Society Vehicles, now that REME no longer carry out this work, was taken up. It was agreed that UNRRA would have to arrange and pay for these repairs either in UNRRA or YEKA workshops or in local workshops.
n) Welfare Division: Several personnel questions were taken up with Mr. Glen Leet and other officials in this Division. Three Welfare officers have now arrived in Thessaloniki.

c) Industrial Rehab. Office: The urgent necessity of providing a qualified officer for this post in Thessaloniki was again taken up with Col. Bingham. He stated that they were expecting such an officer to arrive any day from the U.S.A. and that after a fortnight's explanation of his duties in Athens he would be sent to Thessaloniki. (Wrote to Athens on 3.10.45 re this).

p) I discussed sundry budget and other matters with Mr. Washburn and specifically the early despatch to this region of the much-needed distribution officers. Two dist. officers have now arrived. Questions regarding the Salonika fort were also discussed with Mr. Washburn.

q) Purchases from Officers' Shop: I took up this matter with Major Sullivan. A list of all UNRRA personnel in this region entitled to Officers' Shop facilities has been sent to the officers' shop in Thessaloniki (See also recent correspondence on this subject).

r) Ledger Accounts: I discussed this matter in detail with Mr. Barling and made notes of the various ledger accounts which he considers we should keep in this region. Sundry other accounting matters were discussed and gone into in detail in the Athens Accounts Office.

s) Clothing for Petroleum Pool and Dock Workers: I took up this matter with the Clothing Division (See recent letter written to Athens in this connection).

t) Fuels: I had a two hours' conference with Mr. Uderski of UNRRA Athens Fuel Section and Major Adkinson of A.F.H.Q. Pet Sec. on Petroleum products. All the aspects of this question and the various points in suspense were gone into and it is hoped the supply of our requirements will be more satisfactorily met henceforward.

I discussed also with Mr. Uderski various questions which were in suspense regarding coal, coke and lignite for this region. At the time Mr. Uderski was going into the lignite matter with high employees of the Ministry concerned and with the owners of the lignite mines in Greece.

u) At the request of Mr. Kelsey, Agric. Div. certain agricultural points were discussed with him viz. the necessity of using all seed wheat in this and G. region for sowing and not for bread; the arrival of tractors, horses and mules in this region, also personnel matters etc.

v) Sundry other matters were discussed with various UNRRA officials in Athens.

w) At Mr. Maben's request I called on Mr. Maben before leaving Athens and during a half hour's interview we discussed some of the above and certain other matters concerning this region. I informed Mr. Maben that I had arranged with the Glenn Tobacco Company Inc., to remain with UNRRA until the end of October 1945 instead of leaving by the 1st October as I had originally intended. I stressed to Mr. Maben the importance of sending the new Adm. Officer to Thessaloniki as soon as possible so that he should be with me for a few weeks, and also of providing this region with an Industrial Rehab. Officer at the earliest possible date. He promised to attend to both matters.

6. Mr. Crosby was sent to Thessaloniki on the 10th September 1945 to replace me temporarily.
7.- The manufacture of office furniture locally with dunnage timber, obtained free of charge from snips bringing supplies to this port, has been continuing, both to replace furniture on loan or on hire now being recalled and to provide for the steadily increasing local and imported personnel in this region.

8.- Again there was a spate of arrivals and departures in Sept. or UNRRA, Voluntary Society and other officials connected with UNRRA, which greatly increased the work of our accounts and movement employees.

9.- As stated in my July and August Reports, the need for an Ind.Rehab. Officer in this Region is most urgent. For five months we have been stressing this matter. I wish to put it on record that the urgent industrial rehabilitation business which I have to deal with is taking up much of my time to the detriment of my primary duties.

10.- Owing to the sudden depreciation of the drachma in relation to gold and the resultant rise in prices of all commodities, it will be necessary at a very early date for UNRRA H.Q. Athens either to increase all salaries very considerably with effect from 15th September 1945, or to offset the increased cost of living by a substantial monthly bonus or, better still, to provide certain basic rations of food, clothing, footwear and fuel at reasonable prices. A special memorandum is being submitted to UNRRA H.Q. Athens in this connection at the forthcoming Regional Director’s conference.

11.- As previously stressed the question of obtaining additional office accommodation in Thessaloniki can no longer be postponed. It is a matter of paramount urgency (Please see para 12 of my August Report).

12.- Mr. Sibley who is the new Adm. Officer for this Region arrived in Thessaloniki on the 29th Sept. 1945 and will commence taking over some of my duties as from Monday 1st October 1945.

PVWD/HN.

13.- Living accommodation for UNRRA and Voluntary Society Personnel in E. Region. The accommodation available at present at the LUX HOTEL is no longer sufficient. It will be necessary for further quarters to be obtained at once to house and feed the increased numbers now here and the further additions (but UNRRA and Voluntary) due to arrive within the next few days.
MEMO HANDED TO MR. WILD, ATHENS, ON 12.9.45

TRANSPORT DIVISION:

1) Present position at YEKA. (10 September, 1945)
   71 YEKA Trucks are off the road for the want of tyres.
   27 YEKA Trucks are off the road for the lack of spare parts not obtainable locally.
   More Trucks are being laid up daily for the lack of tyres and spare parts.

2) Many more Trucks are urgently required in E. Region to cope with current deliveries and to stock-pile now for winter months.

3) Personnel tpt, Jeeps or other vehicles, are urgently required if E Region is to function efficiently. Important work is now held up and/or delayed for the lack of transportation.

P.W.W. Donaldson
Adm. Officer, Region E.
4th September, 1945

Thessaloniki, Ref: No. E/2517

TO: Director, Region "E"
FROM: Adm. Officer, Region "E"

In addition to an ever increasing bulk of routine work the following matters were dealt with in September 1945:

1. Social Insurance Books. As stated in my August report the Social Insurance Office in Thessaloniki have not yet obtained a supply of declaration forms and booklets and this is now preventing us from establishing these books for the remainder of our local personnel. The matter is being followed up.

2. UNRRA Imported Personnel in this Region have not yet received the reconciliation statements which were promised by Athens H.Q., explaining the position of their accounts as a result of the depreciation of the Drachmae on June 5th 1945.

3. The inventory of Office furniture and equipment is being kept up to date. Items of Office furniture and equipment on loan or on hire which are being returned to their owners are struck off as and when returned. All new purchases of un-consumable equipment and items sent up from Athens are duly added to this inventory.

4. We have engaged Clerk Vass. Spatopoulou as Accountant to cope with the increased volume of Office work and eventually to take over from our Accountant Mr. Arakas who will probably be returning to his pre-war work in a few months.

5. In order to clear up a number of outstanding matters with UNRRA H.Q. Athens I proceeded to Athens by air on 16th Sept. 1945 and returned by road on 22nd Sept. 1945. The following are some of the numerous matters dealt with in Athens:

a) Funds: I arranged for an immediate remittance of Drs. 20,000,000,- for current expenses in this Region.

b) Budget: I discussed in detail with the various Heads of Divisions in Athens our Fourth Quarter 1945 Budget which we had prepared and submitted to Athens at the end of Aug. and obtained approval in writing of practically all the new budget lines called for. Certain minor items are now being settled through an exchange of correspondence between Thessaloniki and Athens.

c) D.P.I. Personnel: The long outstanding question as to whether D.P.I. personnel in this Region would be on F.4. or Thessaloniki Budget was taken up with Messrs. Berger, Baker, Darling and Mitchell. It was agreed that they would be considered as based on Thessaloniki Budget with effect from the date on which they arrived in this Region and that their allowances would be adjusted accordingly. This agreement has now been confirmed by exchange of letters and will be followed up until it is satisfactorily settled.

d) Col. Sheppard: The difference of opinion between Athens and Thessaloniki over the appointment of Col. Sheppard as U.C. Sidrocastron D.P.I. Camp was definitely settled. Col. Sheppard will remain as an UNRRA Employee (U.C. said Camp) and Athens will confirm the appointment and send us his P.3 at an early date.
e) Signature of Checks: It was agreed that Mr. Gout be authorized to sign check on behalf of the Director or of the Secretary. This has now been confirmed by letter to the Bank of Greece in Thessaloniki and to H.Q., Athens.

f) Hired Taxis: The new rates of pay for hired taxis in this Region (viz. Drs. 600 per driver and Drs. 1,700 for taxi = Drs. 2,300 per day) were agreed upon with Mr. Wild and have already been put into effect in this Region.

g) Travelling Expenses etc: This matter was taken up with Mr. Darling in view of certain ambiguities in existing directives. Mr. Darling stated that a new directive was being elaborated at the time, clarifying the situation and establishing new rates. This directive has not yet been received. In the meantime drivers and local personnel are being allowed actual expenses up to Drs. 1,500 per diem to meet increased cost of living.

h) The position of local employees engaged in Athens but sent to this Region in "continuous travel status", was taken up with Mr. Darling. He requested that this ambiguous position be allowed to continue pending the issue of a new directive which will establish an allowance for persons permanently away from their home. No such directive has been received at this office up to the present.

i) A considerable supply of stationery, one typewriter and four leather satchels were brought back by me from Athens. Two more typewriters were promised, and I was actually told in Athens that they had been sent up to Thessaloniki ahead of me, but they have not yet arrived.

j) Roussis and Paparakis: Mr. Hausmann had got H.Q. Athens to instruct this Region to transfer these two employees to Athens, to help him out in his work. It was pointed out by me to the Personnel Director, to Col. White and other Heads of Divisions, that these two employees could not possibly be spared from this Region. They agreed to leave them here.

A further attempt made by Hausmann to take these away from us has been quashed. These two employees do not want to be transferred to Athens.

k) Lux Hotel: Mr. Darling agreed that a contract be signed with the owner of the Lux Hotel for us to use it as billets for UNRRA personnel, but stated that the draft contract should be submitted to Athens first, for approval.

l) Greek Red Cross: Several matters were discussed with Mr. Darling.

m) Transport: The all-important question of additional transport for this Region was taken up with Mr. Wild and firmly stressed. A memo (as per attached copy) was left with Mr. Wild. Before leaving Athens I was assured by Mr. Wild that about 30 trucks were being sent to this Region, some with trailers.

The question of cost of repairs of all Voluntary Society Vehicles, now that REME no longer carry out this work, was taken up. It was agreed that UNRRA would have to arrange and pay for these repairs either in UNRRA or YERA workshops or in local workshops.
a) Welfare Division: Several personnel questions were taken up with Mrs. Glen Leet and other Officials in this Division. Three Welfare Officers have now arrived in Thessaloniki.

b) Industrial Rehab. Office: The urgent necessity of providing a qualified Officer for this post in Thessaloniki was again taken up with Col. Bingham. He stated that they were expecting such an Officer to arrive any day from the U.S.A. and that after a fortnight's explanation of his duties in Athens he would be sent to Thessaloniki. (Wrote to Athens on 3.10.46 re this).

c) I discussed sundry budget and other matters with Mr. Washburn and specifically the early despatch to this Region of the much-needed distribution officers. Two Dist. Officers have now arrived. Questions regarding the Salonika Fort were also discussed with Mr. Washburn.

d) Purchased from Officers' Shop. I took up this matter with Major Sullivan. A list of all UNRRA personnel in this Region entitled to Officers' Shop facilities has been sent to the Officers' Shop in Thessaloniki (See also recent correspondence on this subject).

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I discussed also with Mr. Uderski various questions which were in suspense regarding coal, coke and lignite for this Region. At the time Mr. Uderski was going into the lignite matter with high employees of the Ministry concerned and with the owners of the lignite mines in Greece.

h) At the request of Mr. Kelsay, Agric. Div., certain agricultural points were discussed with him viz. the necessity of using all seed wheat in this and C. Region for sowing and not for bread; the arrival of tractors, horses and mules in this Region, also personnel matters etc.

i) Sundry other matters were discussed with various UNRRA Officials in Athens.

j) At Mr. Maben's request I called on Mr. Maben before leaving Athens and during a half hour's interview we discussed some of the above and certain other matters concerning this Region. I informed Mr. Maben that I had arranged with the Glenn Tobacco Company Inc., to remain with UNRRA until the end of October 1945 instead of leaving by the 1st October as I had originally intended. I stressed to Mr. Maben the importance of sending the new Adm. Officer to Thessaloniki as soon as possible so that he should be with me for a few weeks, and also of providing this Region with an Industrial Rehab. Officer at the earliest possible date. He promised to attend to both matters.

6. Mr. Crosby was sent to Thessaloniki on the 10th September 1945 to replace me temporarily.

/ /
7.- The manufacture of office furniture locally with damaged timber, obtained free of charge from ships bringing supplies to this port, has been continuing, both to replace furniture on loan or on hire now being recalled and to provide for the steadily increasing local and imported personnel in this region.

8.- Again there was a spate of arrivals and departures in Sept. of UNRRA, Voluntary Society and other officials connected with UNRRA, which greatly increased the work of our accounts and movement employees.

9.- As stated in my July and August Reports, the need for an Ind. Rehab. Officer in this Region is most urgent. For five months we have been stressing this matter. I wish to put it on record that the urgent industrial rehabilitation business which I have to deal with is taking up much of my time to the detriment of my primary duties.

10.- Owing to the sudden depreciation of the drachma in relation to gold and the resultant rise in prices of all commodities, it will be necessary at a very early date for UNRRA H.Q. Athens either to increase all salaries very considerably with effect from 16th September 1945, or to offset the increased cost of living by a substantial monthly bonus or, better still, to provide certain basic rations of food, clothing, footwear and fuel at reasonable prices. A special memorandum is being submitted to UNRRA H.Q. Athens in this connection at the forthcoming Regional Director's conference.

11.- As previously stressed the question of obtaining additional office accommodation in Thessaloniki can no longer be postponed. It is a matter of paramount urgency (Please see para 12 of my August Report).

12.- Mr. H. Sibley, who is the new Adm. Officer for this Region arrived in Thessaloniki on the 20th Sept. 1945 and will commence taking over some of my duties as from Monday 1st October 1945.

P.S. Donaldeen
Adm. Officer Region E.

PVMD/EN.

13.- Living accommodation for UNRRA and Voluntary Society Personnel in E. Region. The accommodation available at present at the LUX HOTEL is no longer sufficient. It will be necessary for further quarters to be obtained at once to house and feed the increased numbers now here and the further additions (not UNRRA and Voluntary) due to arrive within the next few days.
TRANSPORT DIVISION:

1) Present position at Yeka. (10 September, 1945)
   71 YEKA Trucks are off the road for the want of tyres.
   27 YEKA Trucks are off the road for the lack of spare parts not obtainable locally.
   More Trucks are being laid up daily for the lack of tyres and spare parts.

2) Many more Trucks are urgently required in E. Region to cope with current deliveries and to stock-pile now for winter months.

3) Personnel tpt. Jeeps or other vehicles, are urgently required if E Region is to function efficiently. Important work is now held up and/or delayed for the lack of transportation.

[Signature]

P.M.W. Donaldson
Adm. Officer, Region E.
Calamata the 1st October 1945

To: Regional Director Calamata

Monthly Report ending September 30th

Due to the opening of the University in Athens, a number of members of our Greek Staff have left our employ to continue their studies, and we are finding great difficulty in replacement. Could enquiries be made in H.Q. Athens if there is any possibility of employing Staff from Athens to work in the Region, supplementing the salary by a sufficient sum to cover cost of living away from their home town. The call-up to Military Service is also causing big gaps in the ranks of UNRRA, who we are having to replace by personnel without the knowledge or training necessary satisfactorily to do the work.

An Office has been opened in Sparta on a monthly lease, at a rent of 8,000 Drachmae a month. This has become necessary since the Office of the Nomarch which we have used previously is now not suitable or adequate.

The question of Winter clothing for imported Staff is the subject of a separate letter to Athens, and it is hoped that some provision will be made in addition to the battledress obtainable at the Officers shop.

There has been an increase in the number of cases of illness among the imported Staff; in four cases hospital attendance in Athens being required.

[Signature]
Administrative Officer

BF,
To: C. A. Lewis, Regional Director, Region "B"

MONTHLY REPORT FOR OCTOBER 1945
ADMINISTRATION DIVISION.

Operational

During the month of October the accounting procedure was streamlined as far as the payment of travel expenses to imported and local personnel. Previously, upon presentation of bills to the Accounting Department, the accountant after checking the statement would enter it in his Cash Book as paid, while the payment actually was not made until a few days later. This procedure through cut the balance of cash on hand against the total in the Cash Book. The new procedure is as follows: the Accounting Department checks the bills presented and passes them on to the Cashier, and only after the payment is made is it entered in the Cash Book, hence allowing us to have a true balance of cash on hand at all times.

A Food Ration Store was reorganised, a physical inventory of the stores was made and commissariat supplies were arranged. Foods not packed in cans are now kept in metal containers, and are dirt and mice proof. Also a physical inventory of NAAFI supplies was made and a NAAFI Record Book introduced. A new storekeeper was appointed for the job as of October 2nd, and his segregated duties are that of quartermaster, commissariat NAAFI, office and other equipment, stationery, and distribution of PX supplies. At present the office supplies are located in a room and are issued only on a memorandum receipt, thus controlling waste.

The main office building was painted, additional lighting installed and broken glass replaced.

Because of inadequate furniture in the offices we were forced to order some furniture to be made. Prior to letting out any contract for this furniture we have checked with the Administrative Officer in Athens and find that it is cheaper for us to order locally than to requisition it from the Headquarters who still have to go and have them put on the local market at a higher price.

Problems

The main problem of the Administrative Office is the local personnel, which is not well trained and on the average not intelligent enough to adapt themselves. It also develops that the present repatriation of American Greeks to the U.S.A. is draining the source of supply of potential suitable employees for UNRRA. Because of that perhaps we will be forced in future to recruit our needed English-speaking personnel from Athens. This practice will create an added expense to our budget, and because of it I am at present rather cautious in making rapid changes among the Administrative personnel. However, there was recruited in Athens an
Administrative Assistant at a salary of Drs.22,000 to take Mr. Zombakis place, who has expressed his desire to transfer to Athens and he will terminate his employment with Region "B" as of November 30th. I have arranged with Mr. Mitchell to try and place Mr. Zombakis in a new position with H.Q.

Personnel changes

Steve Boozalis, a new storekeeper employed on October 2nd 1945, at Drs.19,000.

G. Vassiliou advanced from messenger to Clerk "B", salary changed from Drs.11,000 to Drs.14,000, effective November 1st.

D. Liberopoulos, interpreter as of October 23rd, at a salary of Drs.16,000.

A. ALEXANDER
Administrative Officer

AA/DB
TO: Buell F. Maben  
Chief of Mission

FROM: Administrative Officer  
Region E


A. SUMMARY OF PROGRESS

1. Turnover of administrative responsibilities from Mr. Donaldson to Mr. Sibley.

2. Negotiations for additional office and billeting accommodation.

3. Reorganization of administrative transport.

4. Review of budget and reclassification of Greek personnel.

5. Consideration of administrative responsibilities under combined Regions E and G.

B. SITUATION

1. With the recent expansion of UNRRA staff in Region E and the arrival of additional Distribution and Welfare Officers, it has been necessary to secure additional accommodation. Transport has been strained to capacity, which the arrival of nine new jeeps without spares or tools has done little to alleviate. In addition, the posting of four voluntary society units to the Region has strained the billeting capacity which UNRRA employees have established at the Lux Hotel. To meet these contingencies, the Manchester Hotel, located near the Lux Hotel, has been leased as an UNRRA office and transient hotel; and it is planned to move the Agricultural and Displaced Persons Divisions into the first floor, the two upper floors to be used as accommodation.

2. Mention must be made of the effect that inflation of the drachma is having on the morale of both the Greek and imported staffs, and it is hoped it will be remedied by the raising of both the Greek salaries and the living allowances during the month of November.

3. With the approach of winter, the problem of obtaining warm clothing and stoves for heating has given much concern. Mr. Crosby of the administrative staff was sent to Athens to consider the matter with the Administrative Division.

4. An unusual expenditure has been made to improve the lighting system of the offices to meet the shortening days.

5. Great difficulty has been found in obtaining suitable additional Greek personnel for interpreting, translating, typing, and other clerical duties.
6. Many requests have been received for typewriters, which this office has been unable to meet.

7. With the continued airplane service, communications with Athens have been satisfactory. It is hoped that the repair of the military airport, which it is expected will be completed by the end of November, will allow this service to be continued throughout the winter.

8. Travel to and from Athens has consumed a good deal of time due to some seemingly unnecessary number of personnel. Requests have been met as fast as possible with no one being held over more than two days after the required departure date.

C. RESUME OF PROBLEMS

1. Transport remains the pre-eminent problem. All of them, with the exception of typewriters, can be handled locally if leeway is given for appropriation of funds to meet the rising prices.

Hiram Sibley
Administrative Officer
MONTHLY PROGRESS REPORT - MONTH ENDING SEPT. 30, 1945

SECTION "A" - ORGANIZATION.

1) Some change in organization has been found necessary due chiefly to the change of personnel.

2) The temporary assignment of Dr. Hochwald as M.O. for both "M" and "L" Regions enabled us for the first time to place Health Program, Sanitation, Nursing and Medical Supply responsibilities under professional supervision.

3) The assignment of Mr. V. Shook as Regional Welfare Officer likewise enabled us to place the general Welfare, Clothing Distribution, Supplementary Feeding and Shelter programs wholly in Welfare hands.

4) Both responsibilities had previously been assumed, and very efficiently carried out, by H. Sibley, Administrative Officer.

5) Recall of Capt. I. Comay, attached, for discharge and return to home station, So Africa, leaves us without a transport officer. It is felt however that these duties can be divided between the Regional Distribution Officer and the Regional Instructor. If difficulties arise request for replacement will be made.

6) Transfer of H. Sibley, Administrative officer, from Kytanke to Salonika leaves no "second in command" in the region and requires administrative duties to be divided between our Greek Office Manager and the Regional Director. Due to the tireless efforts of Mr. Sibley in defining lines of responsibility, it appears that no separate Administrative Officer will be required. This however presupposes that the Regional Director will be able to spend most of his time in the Regional Office.

[Signature]

R. P. DeForest
Regional Director
1) Practically no changes were made in established procedures. Emphasis was placed on the expediting of the growing number of required reports. It appears to us that Athens forgets that we must do the work.

2) The region still suffers from poor mail and signal communication. In two instances signals left personally by Mytilene personnel with Headquarters personnel, have not been delivered. Mytilene ten days later. Many to other urgent signals have not been received. It is felt that difficulty is definitely within UNRRA Headquarters.

3) All Accounting and Record Work has progressed smoothly and reports have cleared on schedule. Volume of necessary typing has however increased and considerable difficulty has arisen because of lack of typewriters. Two more typewriters are required. Separate request is being made for these.

4) Check up in villages has been impeded by lack of sufficient Administrative Transport. One of three jeeps available is in such poor condition that it cannot safely be taken out of the city of Mytilene. Requirements are for a total of four additional jeeps — three for Lavro and one for Lemnos.

5) Agreat improvement has taken place in the obtaining of sea transport for supplies. This has been chiefly due to the organizing abilities of Capt. Kriaris, the newly assigned N.O.I.C. It is felt, and has been duly reported, that the dissolution of the Aegean Naval Command in favor of letting Harbor Masters provide and assign calcines, will highly speedwise the distribution of these foods. It must be assumed that Headquarters, Athens was unsuccessful in its attempt to maintain the Status Quo for his command.

[Signature]

P. P. DeForest
Regional Director
TO: Director, Region K
FROM: Administrative Officer
SUBJECT: Monthly Report for November, 1945

APPENDIX A
7 December 1945

PERSONNEL

Imported Personnel. Lt. William C. Miller and Mr. Harry Parr arrived in the Region during the month to fill the positions of Sanitary Engineer and Road and Shelter Engineer respectively. Lt. Miller replaced Captain George E. Gehres who, shortly after Lt. Miller's arrival, departed for Athens to be repatriated. Mrs. Dorie Kenny, BRCS, Regional Nursing Consultant, and Lt. June Gordon, U.S.N.S., also were granted repatriation and departed from the Region during the latter part of the month. The departure of Lt. Gordon leaves the Region with only one nurse to do the field work involved. It is urgent that a replacement be secured for her in order that the public health program can be carried out effectively.

Voluntary Personnel. The remainder of the BRCS HHFAU #10 team have withdrawn from the Region, and the handover of their equipment has been completed. There seems to be very little possibility that a medical team will replace them, although it is considered essential by our Health Division that such a replacement be secured. The IVSP team continues to operate under the direction of the Regional Welfare Officer, and while their future status is unknown, their work at the present time is developing into a coordinated and productive program.

Visitors. During the month Mr. Victor Cabañas of the Health Division and Mr. Ralph Kent of the Near East Foundation, as well as Mr. Malliotis of the Pan-Cretan Union of New York, made visits to the Region. In addition, we had a visit from Mr. and Mrs. George of the Canadian Embassy, together with Miss L'épée and Mr. Boothby of the British Embassy. It appears that the visits of all the above-mentioned people proved very fruitful and enabled them to see the inside workings of UHRA on Crete. Definite results have already been secured from the trip of Mr. Kent whose organization (Near East Foundation) has already made available funds for the repair and upkeep of hostels in the Region.

Class II Personnel. Our local personnel requirements still continue to be large, necessitating the addition of a number of people during the month, especially in the Transport Division. The arrival of ten jeeps and a staff car required additional mechanics and drivers in order to maintain the transport in a proper condition.

The Press Relations Officer has been discharged, and an employee who was on our pay-roll has been assigned to that position. The new Press Relations Officer will be sent to Athens for a refresher course of two weeks, in accordance with the request of the Director of Public Information.
FINANCE AND ACCOUNTS

Our financial affairs continue in good shape, although it was necessary to call for additional funds in order to pay the bonuses granted by the Mission. We also forwarded to the Mission during the month our estimated budgetary requirements for the first six months of 1946. It is of course, as you realize, nothing but an estimate, due to the fact that there are many uncontrollable factors that we are unable to figure accurately at the moment.

ACCOMMODATIONS

Fresh meat shipments continued to be received during the month when flying weather conditions permitted. We have also been informed that rations will now be received from the Mission under a Mission Stores Ration program. It is to be hoped that the Mission will grant us some leeway in our indents, in order that we can take care of visitors, as well as facilitate the travel of our people throughout the island. Accordingly, it is recommended that a five per cent average be requested as an exception to OA-102, instead of submitting the number of people that we have entertained each month. Such a procedure would allow us to leave part of the rations in our sub-office at Iraklion and part in Khania and thus meet much more easily any additional calls on our food supplies. Although a notice was received that rations for the next sixty days would be received on the last November voyage of the Eleftherios, this did not come about, and we have reached a very low point in supplies of food on hand. A letter has been written to Headquarters, requesting their immediate attention to this urgent matter.

SUMMARY

1. The "Liberty ship episode" which I rather forcibly brought to your attention in last month's report appears to have been solved by your recent trip to Athens. It is to be sincerely hoped that the promises made to you at Headquarters will be carried out in the future and thus save the embarrassment caused to the good many of our people in their attempt to carry out their duties conscientiously. The prestige which we have enjoyed in this Region has taken a long time to build up, and everything is to be done to restore it to its former level. Complete cooperation by Headquarters officials in this aspect will aid considerably in so doing. However, the aggravation caused by the by-passing of the Region in this particular incident has not entirely subsided from a personnel standpoint, and there is reason to believe that we can expect at least one resignation because of the unfortunate occurrence.

2. We are now reaching the point in our operations where the program is beginning to formulate on an imposing scale. Our requirements for personnel have therefore drawn practically all the capable people it is possible to hire on the present scale of wages. It is very difficult to find interpreters, typists and clerks for our incoming imported personnel, and there seems to be no possibility of alleviating this situation in the near future. By the juggling of our local staff we are attempting to meet the personnel needs of our budgetary line people, but it is far from an ideal situation.
The Welfare Division has been particularly handicapped by the inability to find proper people for its extensive program. Accordingly, Miss Dorothy Sullivan, R.W.O., will journey to Athens during the first part of the coming month to attempt to straighten out the problem and probably recruit some personnel from the Athens area.

3. With the acquisition of additional transport, although generally in a very poor condition, our staff will be mobilized to a greater extent than it ever has been before. This should aid materially in increasing the scope of our activities. There seems to be no reason to doubt that the next few months will see Region K operating at its high point. Most of our imported personnel have now arrived, and if we are able to acquire some of the people that you negotiated for in your recent trip to Athens, it will be of considerable assistance in accelerating our operations.
TO: Chief of Mission

FROM: Acting Regional Director, Chios

SUBJECT: Finance and Administration Report for August 1945

1. Finance.
   (a) Thirdquarter Budget. The approved third quarter budget was received and found to be sufficient to meet the Region's needs under practically all headings. The exceptions being the amounts allocated for office supplies and automotive supplies. Approval was granted for a 100,000 drs. increase in the office supplies grant and an increase for automotive supplies was applied for.
   (b) Fourthquarter Budget. The fourth quarter budget was submitted and represented a substantial increase over that for the current quarter. The respective total sums are 10,905,800 drs. for the fourth quarter and 8,170,700 drs. for the third. The increase is due mainly to the necessity for employing additional Greek staff and the need for a larger sum for automotive supplies and repairs.
   (c) Receipts. A check No. 107915 for three million drs. was received from The Chief of Mission's Office.
   (d) Requisitions. Mr. Arthur Edmonds and Mr. Calvin H. Tuill were deputised to sign the following documents:
      (I) Travel Authorisations
      (II) Claims for Travel Expenses
      (III) Advances for Travel
      (IV) Staff Advances
      (V) Petty Cash Vouchers
      (VI) Vouchers for Payments.
   (e) C.O.F. Allowances. A clarification of the position regarding C.O.F. personnel's allowances was requested.

2. Administration.
   (a) Rent of Warehouses etc. The rent for two warehouses in Chios use for storing the Region HQ's petrol and sundry stores was fixed at 5,000 drs. per month. The rent for the garage used for the Officers' transport was fixed at 2,000 drs. per month. All buildings are in good condition.
   (b) Region Intercommunication. Courier books for communication between Samos and Chios have been received from the Chief of Mission's Office. These are necessary as all messages sent over this link must go through the National Bank who send all their messages in cipher. It may be possible to arrange for our messages to be sent in clear in the near future.
   (c) Stationary. Supplies of Stationery as requested were received.
   (d) Travel. The receipt of instructions, regarding the procedure to be adopted in cases of people from Regions visiting Athens on official business, was considered timely and will be of considerable value.
   (e) Commissariat. Consignments of WAAF supplies were received in good condition but one consignment was short of seven bottles of Jivin. The cause of this is being investigated. A radio receiving set for the use of imported Staff was received.
   (f) Staff Health. The Region Director was indisposed for two days with boils. The health of the remainder of the staff has been satisfactory.
   (g) Correspondence and Signal Control. The filing and registration which was introduced in July is now working satisfactorily, and considerable time is being saved, since the old "hit or miss" system has been replaced.

3. Personnel.
   (a) Induction of Personnel. Mr. Vasos J. Lou was placed on the Region's payroll as Warehousing Officer. He has for several months been the
Agricultural Bank, but most of his time has been spent doing UNRRA work.

To date the transfer of Sgt. Ellis to UNRRA has not been effected. It is anxiously hoped that it will soon be finalised as Sgt. Ellis is performing the duties of Distribution Officer in a creditable manner.

The problem of procuring English speaking Greek personnel has, as a result, led us to discuss with the local A.C.I.E. representatives the possibility of employing some of the people attending their English classes. It appears that several suitable persons will be available in about 2 months.

(b) Transfers: Mr. Orice the Region Welfare Officer and Miss Matsas the Region Secretary have left the Region. The former to return to U.S.A. and the latter to take up a position in Salonika Region. Replacements for both the above are urgently needed, Mr. Russell C. Singleton—Regional Distribution Officer who left the Region in July, returned for two weeks and then left to take up a position in Salonika.

[Signature]

Arthur Edmonds
Acting Regional Director
During the month of November a Local Personnel Record Card File was established. Also, Position Classification Forms were instituted and all new employees had their Applications filed. It is intended to have Application Forms completed by all our employees who commenced work with us prior to the initiation of Application Forms.

P.2. Forms of all local personnel were required and subsequently made out for all such personnel entering our Service after October 1st. Copies of these Forms are being sent to Athens Office. The P.2. files for local personnel engaged prior to October 1st are not complete; when missing Forms are obtained the total file will be forwarded to H.Q.

Because of a rapidly increasing Staff, especially in the Distribution and Welfare Divisions, the UNERRA building at 63, Navorina Street was found to be too small, therefore, on November 10th a new Lease was signed for an additional adjacent building, 69 Navorina Street. The Lease is for six months with the option of renewal for a further six months, and the rental 25,000 drachmae per month. Negotiations regarding this were concluded by H. Lewis, Regional Director.

The new building required cleaning and minor repairs were made. Prior to our moving in it was put in order, i.e. white-washed, glass installed in windows (previously without glass), telephones transferred, adequate protection made against burglaries. Welfare and Distribution Divisions remain at 63, Navorina Street, occupying rooms 2, 3 and 4, respectively. 69 Navorina Street, is occupied by the Regional Director, Administrative Officer, Finance and Accounting Divisions, and Message Centre. This move has, unfortunately, required additional service help, e.g. night-watchman, cleaner, etc. A few additional tables (with one drawer) and chairs were purchased locally and since this furniture was not adequate an experienced carpenter was employed (10,000 drachmae salary) on a full-time basis to make additional office furniture and execute joinery repairs and alterations.

A numerical catalogue of all office furniture has been started and master records are kept in the Administrative Division. Each Office is having posted on the wall a list of all articles of furniture accommodated in it, giving furniture number and description. Instructions have been given by the Administrative Section that no article of furniture is to be removed from any office without the Administrative Officer being notified so that accurate records may be maintained.

At my request the Transport Officer allocated to the Administrative Section one jeep with driver. The services of this car are pooled. The 3-ton truck still continues to bring employees to and from work, and when not being used for this purpose it is garaged.

The Administration Section obtained some logs from near-by woods, these were cut at convenient lengths and were obtained without cost to UNERRA. We provided for their transport and the owner of the wood gave us part of the load free of charge. A similar arrangement was made with regard to charcoal but so far we have been unable to effect collection.

Budget.

Attached hereto is a brief summary of Region 'B' expenditure during the months of October and November, also the original allocation for the 4th quarter and the balance in hand. It is pointed out that the unexpended balance for personnel services (salaries) is 2,631,000 drachmae, or 24% of the total amount allocated.

In November the payment of salaries amounted to 6,293,000 drachmae, this large amount being due to the fact that October and November Bonuses were paid during that month.
It is also pointed out that it was not possible to pay salaries for November 16th to 30th, by the 3rd of December, since the local Bank was short of money. However, this delayed payment does not particularly bring any hardship to our employees in view of the bonuses paid in November. On several occasions I have advanced some money to employees against the salaries due to them.

**Problems.**

The main problem of the Administrative Section continues to be a lack of skilled personnel. Our chief need is that of an Administrative Assistant who could cope with the multifarious duties of the Administrative Section and act in the capacity of an Office Manager thereby giving me more time to spend on the practical application of UNRRA policies.

We are still in dire need of English key-board typewriters, and although I was promised two typewriters by the Administrative Services Division, in the early part of November when I visited H.Q., we have received delivery of only one of these machines. Weekly I have written reminders to Athens but up to the present time we have not received the additional typewriter. It now appears that if we receive only one typewriter it will not be sufficient for our needs. Mr. Politis, Regional Distribution Officer, is engaging an Imported Secretary who will work for his Division and the Welfare Division, and a typewriter is also needed for D.Habore's Secretary. The present English key-board typewriters in use are relics. It is felt that at least 3 Latin-character key-board typewriters are needed, and if these 2 must be English key-board as they will be in the continuous use of 2 Imported Secretaries. It is understood that the Administrative Services Division has changed some Greek key-board typewriters to Polyglot key-board typewriters. It would be very helpful if typewriters could be converted to the English key-board instead.

**Personnel Changes.**

The following changes in Personnel were effected by the Administrative Section:

- Victor Boozalis - Receptionist
  Engaged Nov.16th. at a salary of 14,000 drachmae.

- Voula Petrouzi - Cleaner
  Engaged Nov.16th. at a salary of 11,000 drachmae.

- Anastasios Karatias - Carpenter
  Engaged Nov.20th. at a salary of 19,000 drachmae.

- Constantine Prandalos - Watchman
  Engaged Nov.22nd. at a salary of 13,000 drachmae.

- Minos Zombanakis - Accountant
  Terminated Nov.24th. (Salary at date of termination 24,000 drachmae).

- George Koutoulakis - Assistant Distn. Officer
  Engaged Nov.1st. at a salary of 24,000 drachmae.
  Stationed at Cythion.

- Spiridakos (first name unknown) - Clerk
  Engaged Nov.15th. at a salary of 14,000 drachmae.
  Stationed at Cythion.

- Dina Zafiri - Cleaner
  Engaged Nov.16th. at a salary of 11,000 drachmae.
  Stationed at Navplion.

- Kostas Komianos - Clerk
  Engaged Nov.22nd. at a salary of 14,000 drachmae.
  Stationed at Navplion.
Driver at a salary of 16,000 drachmas.

Marinos Charakis - Driver
Engaged Nov. 19th at a salary of 16,000 drachmas. Transport Division.

Athanassios Sentemantes - Driver
Engaged Nov. 19th at a salary of 16,000 drachmas.

P. Apostolopoulos - Assistant Sanitary Engr.
Upgraded from position of Interpreter.
Salary increased to 24,000 drachmas. Medical Division.

Imported Personnel.
The following were new arrivals to 'B' Region:

Miss Kathleen Van Cleaf
Date of arrival Nov. 7th.
- Nutritionist Grade 7.
  Budget Line 01/B-722.

Miss Thelma D. Baldoe
Date of arrival Nov. 9th.
- Secretary Grade 5.
  Budget Line 01/B-720.

Miss J. Devonport (Mrs. Duke)
Date of arrival Nov. 2nd.
- Bacteriologist.
  Voluntary Society.

Mrs. B. Hebden
Date of arrival Nov. 28th.
- Welfare Specialist.
  Assigned to Sparta.

Charles P. Wardell
Trans. Nov. 9th from British Red Cross, to UNRRA.
- Welfare Officer, Grade 'A'.
  Budget Line 01/B-746
  Assigned to Tripoli.

A. Alexander
Administrative Officer.
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To: Dr. H. C. Truett
   Regional Director
From: G. Specht
   Administrative Officer
Subject: Report - January, 1946

I. Introduction

A new position always provides new experiences, but to the word 'new' for the position of Administrative Officer, during January, 1946, in Volos, must be added the words exciting, varied and unusual. The Special Assistant who had been carrying the burden of the Administrative Officer's work since April, 1945, went to Athens three days after my arrival, and during the next two weeks while he was gone, I was initiated quickly into the many kinds of work involved in a regional office—daily expenses, payrolls, overtime, balancing the cash daily, personnel problems, stationary needs, repairs, necessary furniture, and a dozen and one other duties.

The first Sunday I was here there was an 'incident' in which four people were killed and a score injured. Then followed a tense period, with strikes of one group and then another, or all together, and we never quite knew who would be working or when. The whole month was one of tension and uncertainty, as in other parts of Greece. But we worked from day to day, and there follows a summary of some of the things accomplished.

II. Personnel

A. Imported.

There were fourteen imported personnel in the region at the end of January. Dr. M. Hersch, Distribution Officer, arrived on Jan. 15th. The following personnel left during the month: Dr. Katz, Medical Officer, Miss F. Mill, Secretary, and Dr. T. Perry, M.D.

There is a great need for imported personnel in every field, but we mention particularly the need for secretaries, as it is impossible to secure local girls who speak English and who type, and we have no local girls who can take shorthand. We need Public Health nurses, Sanitary Engineers, Welfare Officers, and others, too.

B. Local

During the month, the following were employed, with the necessary personnel forms prepared: three interpreters, one accounting clerk, and three drivers, bringing the total to seventy-two, located at the following places:

47 -- Volos
15 -- Larissa
8 -- Trikala
2 -- Maritika

We have interviewed eighteen applicants for positions, but few met our needs, mainly because of the language difficulty. We need particularly local typists, interpreters, industrial and sanitary engineers, and welfare workers.

C. Personnel Folders

We had an application blank mimeographed, and had all employees, both imported and local, fill in the blank. Individual folders have been made up for the imported personnel, and we are working on the as for the local staff. A five by eight card has been mimeographed, containing significant information about each person for quick reference.
During the month, P-3 forms for thirty-two local personnel were made up, changing their grades or titles, according to the Job Descriptions sent to Athens earlier, and the same were received from the Classification and Budget Division.

III. Finances.

During the month the cables about changes in salary and bonuses came so frequently we could scarcely keep up with them, not to mention the fact that we did not receive money from Headquarters with which to pay the authorized increases. Through the good relationships established between the Regional Director and the Awardean Bank, the Director was able to borrow several times during the month so that our staff could be paid the amounts due them.

It has been suggested to Headquarters that some arrangements be made so that the Bank of Greece, where we have our account, may be authorized by their head office in Athens to loan us necessary sums, should such an emergency arise again. No answer has been received, to date, and it would be appreciated if this matter was followed through.

The following payments were authorized during the month of January:

Five semi-monthly payments, including the two regular semi-monthly pay rolls, and three additional bonuses
Salary increases for Grades 1 to 4
A second semi-monthly bonus for December
A payment of 30,000 drachmas to local personnel
Increase in driver's wages, overtime, etc.
Field allowances increased
Imported personnel - increase in supplemental allowance, 1,500 drs. per day

The imported personnel were asked not to draw from the end of January until their Living and Quarters Allowance for the first two weeks of February was due. A statement of the withdrawals of each person for the month of January was sent to Headquarters so that the balances in the personal accounts could be ascertained. When the statements were received, the balances paid or collected, the Living and Quarters Allowance white card will be the only method used for current payments, on the first and fifteenth of each month.

IV. Visitors.

During the month, Miss Olive Reggalle, Chief Nursing Consultant, Greece Mission, spent a week in the region, visiting the different institutions with Capt. Hall, and going to Larissa and Trikala.

A French war correspondent, accompanied by Mr. Alexander, director of the Public Information Office, Headquarters, spent several days in Volos, securing information about various phases of the work here.

V. Travel Authorizations.

A new system was inaugurated whereby the head of each division sends a request for the necessary travel to the Administrative Officer, who, after approval, sends to the Transport Office, where the Travel Authorization is made up in triplicate, sent back to the Administrative Officer for signature, then given to the individual, with the necessary forms for Travel Advance, if needed, for the Special Assistant to make the payments.

During January, sixty-six travel authorizations were issued.

VI. Stationery, Supplies, EX, OIL, Etc.

An inventory was taken of the stationery supplies on hand on January 6th. A new mimeographed requisition blank was instituted, to be signed by the head of the division, and after orders are filled, the items
are entered in a stationary book so that the balances on hand of any item, can be determined immediately.

With increased work and additional staff in Tikidika and Lariress, more supplies are needed, and it is hoped that the orders already sent in may be filled promptly, as the stock at the present time is low. We stress again the urgent need for typewriters, as two we have borrowed up to the present must be returned very soon.

Twenty tool boxes were received, the contents checked, and various other items for the transport division were received and checked.

FX supplies for the American personnel for the period ending December 23rd were received, distributed and the money collected. NAIFI supplies for the others are received weekly.

The Penicillin supply is kept by UNRRA, in a locked ice box, and given out on orders properly signed by the Penicillin Committee. The Doctor with a relative of the patient brings this order to us, and we issue the number of bottles indicated, having the doctor sign our record book. During January, 62 bottles were issued, leaving a balance on hand of 136 bottles.

According to arrangements made earlier, UNRRA sends 60 Kilos of kerosene monthly for the oil stoves used throughout our office building, and for the stoves in the individual billets of the imported staff. Requisition blanks for receiving the oil, and then for its distribution to the individuals, as needed, are authorized by this office. Difficulties were experienced in early January in securing enough oil, and again we had to 'borrow'.

VII. Communications.

Weather and strikes combined to make it impossible to get telephone communications through to Athens for many days during January. The courier service helped greatly, and four couriers came from Athens during the latter half of the month. We rely upon the Military, mainly, to get cables through, and some method must be considered to replace them as it is understood they soon will be leaving Volos.

Morale was at a low ebb when no personal mail was received for almost three weeks, and anything that can be done to get the mail quickly from Headquarters to the region would be most appreciated. We realize that little was received in Athens for some weeks.

VIII. Conclusions.

The above statements will give a general idea of the activities of the Administrative Officer during the first month. Letters about various questions were written for the Director's signature, and some dictation from him on confidential personnel matters written.

I am most appreciative of the cooperation and help given to me by the Director and all members of the staff, and I have greatly enjoyed the varied tasks undertaken, and hope to finish several projects already started during the following months, and to gain a clearer picture of the problem of the whole region.

G. Spacht
Administrative Officer

February 26, 1945
TO: Chief of Mission

FROM: Acting Regional Director, Chios

SUBJECT: Finance and Administration Report for August 1945

1. Finance.
   (a) Third-quarter Budget. The approved 3rd quarter budget was received and found to be sufficient to meet the Region's needs under practically all headings. The exceptions being the amounts allocated for office supplies and automotive supplies. Approval was granted for a 100,000 drs. increase in the office supplies grant and an increase for automotive supplies was applied for.
   (b) Fourth-quarter Budget. The fourth quarter budget was submitted and represented a substantial increase over that for the current quarter. The respective total sums are 10,905,800 drs. for the fourth quarter and 8,170,250 drs. for the third. The increase is due mainly to the necessity for employing additional Greek staff and the need for a larger sum for automotive supplies and repairs.
   (c) Receipts. A check No. 107/219 for three million drs. was received from the Chief of Mission's Office.
   (d) Denominations. Mr. Arthur Edmonds and Mr. Calvin H. Will were denominated to sign the following documents:
      (I) Travel Authorizations
      (II) Claims for Travel Expenses
      (III) Advances for Travel
      (IV) Staff Advances
      (V) Petty Cash Vouchers
      (VI) Vouchers for Payments.
   (e) S.O.P. Allowances. A clarification of the position regarding S.O.P. personnel's allowances was requested.

2. Administration.
   (a) Rent of Warehouses. The rent for two warehouses in Chios used for automotive supplies and army stores was fixed at 5,000 drs. per month. The rent for the garage used for the officers' transport was fixed at 2,000 drs. per month. All buildings are in good condition.
   (b) Region Intercommunication. Other books for communication between Samos and Chios have been received from the Chief of Mission's Office. These are necessary as all messages sent over this link must go through the National Ward who sends all their messages in cipher. It may be possible to arrange for our messages to be sent in clear in the near future.
   (c) Stationery. Supplies of Stationery as requested were received.
   (d) Travel. The receipt of instructions, regarding the procedure to be adopted in cases of people from Regions visiting Athens on official business, was considered timely and will be of considerable value.
   (e) Donorship. Donations of NAAFI supplies were received in good condition but one consignment was short of seven bottles of gin. The cause of this is being investigated. A radio receiving set for the use of imported Staff was received.
   (f) Staff Health. The Region Director was influenced for two days with boils. The health of the remainder of the staff has been satisfactory.
   (g) Correspondence and Signal Control. The filing and registration which was introduced in July is now working satisfactorily, and considerable time is being saved, since the old "hit or miss" system has been replaced.

3. Personnel.
   (a) Induction of Personnel. Mr. Thomas D. Los was placed on the Region's payroll as Warehousing Officer. He has for several months been the


Agricultural Bank, but most of his time has been spent doing U.N.R.E.A.
work.

To date the transfer of Sgt. Ellis to U.N.R.E.A. has not been affected.
It is seriously hoped that it will soon be finalised as Sgt. Ellis is
performing the duties of Distribution Officer in a profitable manner.

The problem of procuring English speaking Greek personnel has
lead us to discuss with the local A.S.L.C. representatives the possibi-
ity of employing some of the people attending their English classes.
It appears that several suitable persons will be available in about
2 months.

(b) Transfers. Mr. Curtis the Region Welfare Officer and Miss Natsas
the Region Secretary have left the Region. The former to return to U.S.A.
and the latter to take up a position in Salonika Region. Replacements
for both the above are urgently needed, Mr. Russell E. Singleton Regional
Distribution Officer who left the Region in July, returned for two
weeks and then left to take up a position in Salonika.

Arthur Edmunds
Acting Regional Director
Region 'B'.

KALAMATA,

4th January, 1943.

To
Regional Director, Region 'B'.

From:
Administrative Division.

Subject:

Operational.

During the month of December a numerical catalogue of all Office furniture was completed and all furniture properly marked.

A Personal File for each employee was started and in this is kept all the employee's paper work relative to his position with UNRRA, i.e. Application Form, Pass No., and P.O. details.

The salaries for November 16th-30th period and December 1st-15th were paid 6-8 days late, this being due to the fact that the Bank had not sufficient money to meet remittances to us. Our pay slips were cashed only partially, and the Bank credited us with the outstanding amounts. However, due to one of our employees having connections with the Bank we were more fortunate than UNRRA, or any business establishment in Kalamata, in obtaining ready cash.

The Transport Office has moved to a new location, a building owned by the Harbour Committee. At present we are occupying two offices there. One on the second floor of the building for the Transport Officer and his Staff, and the Warehousing Officer. The street-level office is occupied by the Despatcher and Warehouse. The yard of the building has ample parking space for all vehicles, and there is a large room which is used as a Repair Shop, and for the storage of equipment. The rental terms have not yet been decided upon as the Harbour Committee is not particularly interested in property matters, and I believe that the reason they were willing for us to occupy the offices is because by so doing we economized, thus necessary, the rooms we are occupying, and the building in guarded by our night watchman.

Since our Store-keeper is kept very busy with the distribution of food rations, as well as being in charge of NBAF supplies, the Stationary Store is being kept in a separate compartment and under the supervision of the receptionist. Requirements for the withdrawal of stationery supplies are now submitted by all staff, and this method is found to be more satisfactory than the entry of withdrawals in a note-book. Stationary requisitions are issued on the written authority of the appropriate Section Head.

The Greek employees had a Meeting and submitted a petition requesting the issuance of hot lunches during the lunch-break. This matter was taken up by me with Mr. Sago, Deputy Chief of Mission for Finance and Administration, and its putting into operation was found to be impracticable. The position was explained to our Greek personnel.

Budget.

Attached hereto is a Report giving our budget position. We are overdrawn on our original allocation due to the 'blanket' salary increase of 150%, and extra bonuses.

Personal.

While in Athens I was able to obtain the services of Nicholas Nikolaides, Administrative Assistant. Because of the Christmas holidays he stayed in Athens for 6 days and during working hours spent his time in the Administrative Division Offices noting their methods of operation.

/Contd. Sheet No. 2.\"
Personal Changes:

Mr. K. Newman, Warehousing Officer, commenced work in this Region on the 7th December, 1945.

Mr. J. Bose, Distribution Officer, terminated his services in this Region on the 16th December, and returned to Athens on the 23rd December with Dr. Haner. Mr. Lewis, Regional Director, has already reported fully in this connection, and the matter was also discussed by the writer with Mr. Mitchell, Personnel Division, and Mr. Darling, Accounts Division.

Personal Changes:

Administration Division:

Kalimena Pangiotis
Sthimato Stavla
Mikrakis Nick
Yalozidis Alexis

Personal Changes:

Stock Clerk
Clarec "A"
Admin. Clerk
Asst. Clerk

Personal Changes:

Productos Nick
Pilio Vass
Panagopoulos, V.A.
Theodoropoulos, I.

Personal Changes:

Driver
" 10.12.45.
" 10.12.45.
" 10.12.45.
" 17.12.45.

Personal Changes:

Anthisoni Goutorou
Karadila Lena
Kontouropoulos, E.
Dialidiotis, I.
Metaxopoulos, Nick

Personal Changes:

Ass. Secretary Eng.
Interpreter
Medical Officer
Interpreter
" 16.12.45.
" 17.12.45.
" 16.12.45.

Personal Changes:

Dorithidou, I.
Theodoulidis, I.

Personal Changes:

Terminated 22.12.45.
Terminated 22.12.45.

Personal Changes:

Thoggles, I.

Personal Changes:

Traffic Officer
" 6.12.45.

Personal Changes:

Koukouzis Office:
Svoropoulos, C.
Iatropoulos, D.
Koukouzis, C.

Personal Changes:

Cleaner
Terminated 13.12.45.
" 13.12.45.

Personal Changes:

Sidarous, S.

Personal Changes:

Interpreter
" 1.12.45.

Outstanding Problems:

The distribution of food given cause for some concern, this being largely due to the fact that the majority of the food items came in large cans when a month's ration for one person is sometimes a minute quantity of the can, and inevitably some of the food has been wasted. In the same manner, distribution to our sub-offices has presented considerable difficulty.
we have again to point out the urgent need for English key-board typewriters in
this Region.

I am enlisting the procedure that no employee may be placed on the
pay-roll until it has been ascertained that budget-line vacancies are, in fact,
existent, and that the relative Form A 2 is submitted.

I would like to report that the Administration set-up is working better
than heretofore, and January should advance us still further toward achieving
desirable results.

A. Alexander
Administrative Officer.

BUDGET EXPENDITURE.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Services (Salaries)</td>
<td>10,000,560</td>
</tr>
<tr>
<td>Travel and Subsistence</td>
<td>3,157,888</td>
</tr>
<tr>
<td>General Supplies and Materials</td>
<td>417,062</td>
</tr>
<tr>
<td>Other Contract Services</td>
<td>777,159</td>
</tr>
<tr>
<td>Total</td>
<td>13,435,669</td>
</tr>
</tbody>
</table>

+ Overdrawn 7,440,997 for advance because of Salary Increases.
++) Overdrawn 191,210 for advance.
+++ Overdrawn 839,952 for pending cash advances.
UNRRA, Region "E-G"  
(Northern Greece)  
Thessaloniki,  
23 January 1946  
Ref: E/5146

TO: Chief of Mission, Athens  
FROM: Regional Director, Region "E-G"  

I) Summary of Progress:

During December, the Offices in Kavalla and Salonica were brought into alignment of procedure in finance, personnel, and administration. The Budget was reviewed with Division Heads to assure equality of salary scales, and accounting forms used in Salonica were put into effect in the Kavalla office.

During the month, the Greek Staff was enlarged to correspond with the increases in the imported staff and to care for the additions in transport.

Year-end financial and administrative statements were compiled in accordance with request from HQ.

II) Resume of Problems:

Inflationary trend of the currency has placed additional strain on the Finance Officer, who has been unable to obtain adequate supplies of money from the Bank of Greece to meet the payrolls. This has been further complicated by the failure of HQ to keep the Regional Account adequately supplied with sufficient credits.

Clothing for Greek Staff remains a difficult problem especially for interpreters and drivers, who are out in the field and who are unable to get their work done during the cold spells, especially in Western Macedonia.

Administrative transport continues inadequate. The need for enclosed vehicles of the Staff Car type in centres outside Salonica has been called to the attention of HQ, but little satisfaction has been received from that direction, despite the number of Staff Cars used by HQ Personnel within Athens.

Rations for the imported staff arrived from HQ during December and the region discontinued drawing Army rations for personnel located in Salonica and Kavalla. Field staff are continuing to draw Army rations as insufficient rations were provided by HQ for the full UNRRA personnel.

Shortage of office equipment and stationery supplies have been called to the attention of HQ with little satisfaction. It is hoped that an improvement can be made in serving the regions in this respect during the coming year.

The Region continues to operate with inadequate office space, but this condition is general throughout Greece owing to the emergency nature of the program and personnel are being considerate and working in cramped quarters.

Hiram Sibley,  
Administrative Officer.

Russell L. Singleton,  
Regional Director.
Region 'B',
KATAMATA.
14th January, 1945.

To: Regional Director, Region 'B'.

From: Administrative Division.


Operational.

During the month of December a numerical catalogue of all Office furniture was completed and all furniture properly marked.

A Personnel File for each employee was started and in this is kept all the employees' paper work relative to his position with UNRA, i.e., Application Form, Forms P.2, and F.5, etc.

The salaries for November 16th-30th period and December 1st-15th were paid 6-8 days late, this being due to the fact that the Bank had not sufficient money to meet remittances to us. Our pay-roll cheques were cashed only partially, and the Bank credited us with the outstanding amounts. However, due to one of our employees having connections with the Bank we were more fortunate than YEMA or any business establishment in Katamata, in obtaining ready cash.

The Transport Office has moved to a new location, a building owned by the Harbour Committee. At present we are occupying two offices there. One on the second floor of the building for the Transport Officers and his Staff, and the Warehousing Officers. The street-level Office is occupied by the Despatcher and Watchman. The yard of the building has ample parking space for all vehicles, and there is a large room which is used as a Repair Shop, and for the storage of equipment. The rental taxes have not yet been decided upon as the Harbour Committee is not particularly interested in secondary matters, and I believe that the reason they were willing for us to occupy the Offices is because by so doing we required, where necessary, the rooms we are occupying, and the building is guarded by our night watchman.

Since our Store-keeper is kept very busy with the distribution of food rations, as well as being in charge of MAAPI supplies, the Stationary Stores is being kept in a separate compartment and under the supervision of the receptionist. Requisitions for the withdrawal of stationary supplies are now submitted by all Staff, and this method is found to be more satisfactory than the entry of withdrawals in a note-book. Stationary requisitions are issued on the written authority of the appropriate Section Head.

The Greek employees had a meeting and submitted a petition requesting the issuance of hot lunches during the lunch-break. This matter was taken up by me with Mr. Jago, Deputy Chief of Mission for Finance and Administration, and its putting into operation was found to be impracticable. The position was explained to our Greek personnel.

Budget.

Attached hereto is a Report giving our budget position. We are overdrawn on our original allocation due to the 'blanket' salary increase of 150%, and extra bonuses.

Personal.

While in Athens I was able to obtain the services of Nicholas Nikolaides, Administrative Assistant. Because of the Christmas holidays he stayed in Athens for 8 days and during working hours spent his time in the Administrative Division Offices noting their methods of operation.

/Contd. Sheet No.2/
Personnel Changes.  

Mr. E. Nomaan, Warehouse Officer, commenced work in this Region on the 7th December, 1945.

Mr. J. Bone, Distribution Officer, terminated his service in this Region on the 16th December, and returned to Athens on the 23rd December with Mr. Baker. Mr. Lewis, Regional Director, has already reported fully on this connection, and the matter was also discussed by the writer with Mr. Mitchell, Personnel Division, and Mr. Darling, Accounts Division.

Personnel Changes.  

Administration Division.

Kalamara Panagiotes  
Stathisoli Stavros  
Rikaladis Nick  
Kalagris Alex.

Stock Clerk  
Clerk "A"  
Admin. Asst.  
Acct. Clerk.

Commenced 3-12-45.  
"  6-12-45.  
"  20-12-45.  
"  20-12-45.

Transport Division.

Dimopoulos Nick  
Papas Vasile  
Pangadopoulos, V.  
Theodoropoulou, J.

Driver  
"  
Typist "C"  
"  
10-12-45.  
"  
17-12-45.  
"  
17-12-45.

Health Division.

Assoulakis Cottaros  
Kokora Leda  
Kou/statsiopoulos, K.  
Dimaikis, J.  
Kasoupolou, Nick

Ass. Sanky Engs.  
Interpreter  
Medical Officer  
Interpreter  
Clerk "C"

1-12-45.  
16-12-45.  
1-12-45.  
16-12-45.

Distribution Division.

Vothosakis, E.  
Simakakakis, E.  
Dimiandias Stavros.

Clerk "B"  
Traffic Officer  
Clerk "B"  
"  
1-12-45.  
1-12-45.  
Terminated 22-12-45.

Navollon Office.

Svolopoulos, C.  
Zafiri, D.  
Samarakou, C.  

Clerk "B"  
Cleaner  
Interpreter  
Commenced 16-12-45.  
Terminated 13-12-45.  
15-12-45.

Sports Office.

Psaraschaos, K.  
Christopoulos, C.  

Cleaner  
Clerk "B"  
Commenced 1-12-45.  
1-12-45.

Tripolis Office.

Sidonas, A.

Interpreter  
"  1-12-45.

Outstanding Problems.

The distribution of food gives cause for some concern, this being largely due to the fact that the majority of the food items come in large cans when a month's ration for one person is sometimes a minute quantity of the can, and inevitably some of the food has been wasted. In the same manner, distribution to our sub-offices has promoted considerable dissatisfaction.
We have again to point out the urgent need for English key-board typewriters in this Region.

I am enforcing the procedure that no employee may be placed on the pay-roll until it has been ascertained that budget-line vacancies are, in fact, existent, and that the relative Form P.2. is submitted.

I would like to report that the Administration set-up is working better than heretofore, and January should advance us still further toward achieving desirable results.

A. Alexander.
Administrative Officer.

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**BUDGET POSITION.**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>
| PERSONNEL SERVICES (SALARIES)                   | 10,000,760| +  
| TRAVEL AND SUBSISTENCE                          | 3,457,209 |  
| GENERAL SUPPLIES AND MATERIALS                  | 4,177,962 | ++ 
| OTHER CONTRACT SERVICES                          | 777,159  | +++ |
|                                                 | **14,433,069** |  

+ Overdrawn 7,548,997 drachmas because of Salary Increases andBonuses.

++ Overdrawn 191,210 drachmas.

+++ Overdrawn 829,952 drachmas because of pending cash advances.
To: Chief of Mission
Athens.

From: Regional Director, "EG" Region.

Subject: Administration Report for the month of September 1946.

Attention: Mr. J.W. Jago,
Deputy Chief of Mission for Finance & Admin.

(1) Personnel Establishment.

<table>
<thead>
<tr>
<th></th>
<th>Arrivals</th>
<th>Departures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported Staff</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Voluntary Society</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Local Staff</td>
<td>9</td>
<td>93</td>
</tr>
</tbody>
</table>

Total Staff Strength:

- Imported Personnel: 34
- Vol. Soc. Personnel: 43
- Local Personnel: 265

(2) There are no matters of outstanding importance.

M.V. Brown
Budget & Personnel Asst.

Russell J. Singleton
Regional Director
UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION  
Greece Mission  
Region "F", Volos

To:  Mr. George H. Gardner  
Regional Director

From: G. Spacht  
Administrative Officer

Subject: Monthly Report, October, 1946

I. Introduction:

The main work of the month, as far as this office was concerned, centered around the reduction in staff, and the distribution of supplies.

On Oct. 7th all the workers in Volos participated in a demonstration from 11 A.M. until 1 P.M. against the decision of the Peace Conference on the Bulgarian-Greek border question. Flags were at half-mast all day, church bells tolled, meetings were held, but all was orderly.

Upon receiving advice of the winter office hours in effect in Athens, we asked permission to make variations, which was granted, so that from October 21st, Region "F" is working the following hours:

8:30 A.M. - 2 P.M. six days, and 3:30 P.M. - 7 P.M. on Tuesday and Friday afternoons, with a Duty Officer here the other afternoons.

The local staff, particularly, appreciate not having to walk back and forth to their homes every afternoon, especially during rainy weather.

On October 22nd I went to Athens with two trucks to bring back Field Rations for Class I and Class II personnel, PX supplies, and the winter clothing for the local staff. I greatly appreciated this opportunity to take up matters directly with the different divisions and had many questions answered. The quartermaster was particularly helpful in getting clothing for our region ready so that I could bring it back with me.

"OH! Day was celebrated as a holiday on October 26th.

II. Personnel

A. Imported

The following members of our imported staff were declared surplus as of October 31st:

Mr. F. J. West, Sanitary Engineer
Miss M. G. Barnes, Hospital Consultant
Mr. W. F. Maunier, Welfare Officer
Mr. Henry Limpert, Distribution Officer

Our imported staff numbered fourteen on November 1st.
B. Local

Many reductions had to be made to comply with instructions from Athens to reduce our local staff from 84 to 48 by November 1st. The personnel forms were prepared to effect these changes, so that as of November 1st, the personnel picture for "Y" Region is as follows:

<table>
<thead>
<tr>
<th>Place</th>
<th>Imported</th>
<th>Local</th>
<th>Total</th>
<th>Including Drivers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volos</td>
<td>13</td>
<td>36</td>
<td>49</td>
<td>11</td>
</tr>
<tr>
<td>Larissa</td>
<td>0</td>
<td>7</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Trikkala</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Karditza</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>48</td>
<td>52</td>
<td>14</td>
</tr>
</tbody>
</table>

III. Visitors

Mr. Barr V. Washburn and Mr. R.E. Lippincott from the Office of Chief of Mission flew to Larissa on October 29th. There they were met by the Regional Director and other members of the staff and spent several days going around the northern part of the region, seeing at first hand conditions now prevailing due to the political situation.

IV. Accounts, Etc.

The following salary payments were authorized:

<table>
<thead>
<tr>
<th></th>
<th>For salaries</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 5</td>
<td>Nov. 1 - 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct. 16</td>
<td>Nov. 16 - 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct. 25</td>
<td>Dec. 1 - 15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A cable was received on October 9th authorizing an increase in the L & Q allowance from 12,000 Drs. to 15,000 Drs. retroactive to August 1st. The staff was greatly disappointed that the increase asked for was not granted, as living costs have been constantly increasing, and the 20,000 Drs. daily asked for was based on actual expenses.

Mr. M. J. Altintop, Special Assistant, spent several days at Larissa and Trikkala in connection with closing the offices at those places.

V. Field Rations, Clothing, PX Supplies, Etc.

The local staff was most enthusiastic in their appreciation of the food supplies issued to them for the months of September and October, and wished us to express to Athens HQ their sincere thanks. The field rations for the month of November will be distributed very soon.

The winter clothing was distributed the last days of October, and again the local staff express their thanks. The following items were issued:

- 1 pair trousers, 2 shirts, 1 Pullover, 2 pair socks, 1 jacket.
- The food and clothing are of great help to the local staff, and we send on to those responsible for securing these supplies the sincere thanks of all the local staff.

The stationery requisition was received on October 16th. The serious shortage now is wicks for the oil stoves. The PX supplies for October were issued early in the month, and the supplies for November were brought back with me from Athens, and will be issued immediately. The extra MAFFI supplies were received and enjoyed by the staff.

During the month nine couriers came from Athens.

125 Travel Authorizations were issued.
I. Introduction

1 September, 1946, will be remembered in Greece as the day of the plebiscite concerning the return of the King. Conditions in this region continue to be very serious, affecting the work in many different ways. We regretfully record the death of Mr. Kemp, UNRRA Communications Officer, and his driver on September 8th, when their jeep was blown up by a mine not far from Larissa. Mr. F. West, our UNRRA officer there, took charge of affairs and made necessary arrangements.

14 September was declared a holiday. Incidentally the cable telling us of this holiday was received at 8:15 A.M. on the 14th.

28 September was also a holiday, celebrating the return of the King.

II. Personnel

A. Imported

During the month of September, the following members of our imported staff were declared surplus and left for Athens:

Mrs. Mary Lamb, Welfare Officer, September 4th
Miss Anne Hoy " " " 9th
Miss Marian Grava " " " 30th
Miss Edna George " " "

Lt. Erna Matthias, who has been on leave in the United States, was declared surplus as of September 19th, on instructions from Hq.

Several others are to be declared surplus as of October 31st, and the balance at the end of November.

Our imported staff on October 1st numbered 18.

B. Local

There were several reductions in the local staff during the month, with a few additions—two interpreters in Volos to meet the needs of the Distribution Officers. Four new drivers were employed in Volos as several of our old drivers resigned rather than go out into the region due to the serious dangers involved.

Seven malaria drivers were terminated on September 30th. As soon as instructions are received concerning the disposition of our UNRRA vehicles, further reductions in the number of our drivers and mechanics will be made.

The next big reduction in local staff will come at the end of October, with the staff for November reduced to a minimum until the end of the work here.
As of October 1st, the personnel in the region were located as indicated below:

<table>
<thead>
<tr>
<th>Place</th>
<th>Imported</th>
<th>Local</th>
<th>Total</th>
<th>Including Drivers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volos</td>
<td>13</td>
<td>52</td>
<td>65</td>
<td>19</td>
</tr>
<tr>
<td>Larissa</td>
<td>2</td>
<td>15</td>
<td>17</td>
<td>5</td>
</tr>
<tr>
<td>Trikala</td>
<td>1</td>
<td>6</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>Karditsa</td>
<td>12</td>
<td>61</td>
<td>99</td>
<td>31</td>
</tr>
</tbody>
</table>

Preparing the necessary personnel forms for resignations and terminations occupied some hours this month.

The local staff were instructed about the dyeing of their uniforms, and arrangements made to pay for this dyeing.

III. Special reports

The personnel budget for the fourth quarter was submitted on August 31st, and then some days were spent with the Regional Director and Accountant in the preparation of the remainder of the fourth-quarter budget, and this was dispatched to Athens on September 10th.

The inventory called for as of September 1st occupied much time, with a complete physical check made of all the PX items, stationary supplies, clothing, spare parts, field rations, etc. This was finally completed and sent to Athens on September 14th.

IV. Visitors

During the month of September the following visitors spent varying lengths of time in Volos and throughout the region:

Sept. 6 – Dr. Kaplan and two others from the Agricultural Division, HQ, Athens

" 9 – Mr. Robert Conway, Mr. C. Friedin, and Mary Vardoulakas, reporters for New York papers, passed through this region on their way to Salonika, interviewing UNRAA officers as they went.

" 12 – Dr. Thompson and Mrs. De Villiers from the TB Section of the Health Division, Athens

" 16 – Miss Lois Goddell and Mrs. Leati, also from the TB Section

" 17 – Brigadier Stayner flew up to discuss the conditions in the region. The imported staff in Volos on that day had lunch with him with further discussions.

V. Accounts, etc.

On September 11th, salaries were paid the local staff for the period October 1 – 10th, and on September 20th, from October 15 – 31st. Since there is frequently a delay of several days in receiving the cable authorizing us to pay, we have asked the Accounts Division, HQ, if we might pay when the announcement is made in the papers and on the radio.

The Regional Director received from all the imported staff estimates of their daily expenses for the previous month, and on the basis of these reports, requested an increase in the L & & for
"F" Region from 12,000 Dra. to 20,000 Dra. effective August 1st. The request was sent to Athens on September 21st, but to date no reply has been received.

VI. Field Rations, Stationery, PX Supplies, Etc.

The stationery requisition was received on September 2nd and orders filled immediately.

The PX Supplies for a sixty-day period were received September 3rd, and issue was made as soon as possible for the month of September. The staff greatly appreciates the clothing and recreational articles received, and the notice of the extra NAAFI supplies available.

During the month, eight couriers came from Athens. Personal mail by the civil post has been arriving quickly from the States. Packages mailed under the APO address have still not been received, and it is hoped they are not lost.

The field rations for Class II personnel were received on September 10th, and have been distributed. Since this region does not serve a noon meal, however, it was a problem as to how to divide equitably some of the very small quantities of some of the items received. If it is possible for the next month, it would be a great help if larger quantities of articles could be received rather than small portions of many.

During the month, 174 Travel Authorizations were issued.

[Signature]

Administrative Officer
APPENDIX A

4 October 1946

TO: Director, Region 3
FCCN: Deputy Regional Director
SUBJ: Monthly Report for September 1946

PERSONNEL

Imported Personnel. The following imported personnel were declared surplus during the month: Ruth Nichols and Arlene Woods Tait, Welfare Officers, and T. A. Buffield-Harding, Distribution Officer. Miss Warren and Mrs. Kelly, previously declared surplus in August, left during the month for Headquarters. The imported staff has now been reduced better than 50%, excluding the Health Division from the figures.

Voluntary Personnel. James McSweeney of the New Zealand team continues his attachment to the Welfare Division in the Region.

Class II Personnel. Class II personnel have now been reduced 50% as of 30 September, again excluding the Health Division.

Visitors. Official visitors to the Region this month included Beatrice Sarnatt, Procurement and Coordination Division, Headquarters; Lina Kirentchevsky, Public Information Division; Voula Papadonou, Photographer for Greek War Relief; John Archanglou, Photographic Technician for Greek War Relief; Glen Leat, Director of the Welfare Division, Headquarters; Sophy Coutts, Welfare Division Headquarters; Mike Shrapner, Photographer for Look Magazine; Mary Vardoulakis, North American Newspaper Alliance; Mary K. Johnston and Olive F. Griffith, Deputy Chief Nurse Consultants, Headquarters; Brigadier G. F. R. Stanyor, Acting Chief of Mission, UNRRA Headquarters; George Darling, Director of Accounts, Headquarters.

FINANCIAL AND ADMINISTRATION

All sub-offices, with the exception of Iraklion, have been eliminated. The Iraklion personnel has been reduced to a minimum, and it is contemplated to close this office with the exception of one person by the end of the coming month. The amount of office space required has also been reduced, and the surplus offices turned back to the Greek Government. All accounting has been eliminated at the Iraklion office, and payrolls, expense accounts, travel authorizations, etc., are now controlled entirely by the main Khania office.

ACCOMMODATIONS

Masri and FA supplies and Field Mission Stores continue to be satisfactory. All personnel have now been put on FA rations.

SUMMARY

Recently we have received information from Athens that the Airmore equipment is to be sold by the Greek War Relief Association to the Greek Air Force. The loss of all that will be sustained by the regional staff on the culmination
of this transaction will no doubt handicap the remaining activities of the staff. USDA transport is in extremely poor condition because of the lack of batteries and tires. In addition, some of the jeeps are no longer road-worthly and are at present stored in the garage awaiting receipt of spare parts. Some replacement parts and tires were received during the month but not in sufficient quantity to service adequately the vehicles. Two shipments of batteries that were received were found to be useless when opened because of the condition in which they were sent. We have already submitted a report to headquarters on this matter.

Specific instructions are still awaited concerning the procedure to be used in the turn-over of MT and the disposal of other USDA property. It is holding up our planning considerably because we are unable to schedule our work for the close-down of the Region without knowledge of the policies to be followed. It would be appreciated if immediate attention would be given to this matter and information forwarded to us as soon as possible.

A notice has been received from Accounts stating that travel expenses to Athens are limited to the prevailing rate of L & Q which happens to be 27,000 drachmas per day at this time. This limitation has been put into effect all the time, and is thus affecting expense accounts submitted as far back as June and July. This Region never received notice that such a limitation existed until a communication from Headquarters dated 12 August was received informing us of this fact. We would like to know on what basis the Accounts Division claims that this limitation has existed all along and that OA memorandum or regulation can be cited to support this contention. We are not questioning the fairness of the restriction, but it is considered extremely unjust to make it retroactive upon employees who had no knowledge that this regulation ever existed. We have thoroughly searched our files and all official Headquarters memoranda and can find no mention whatsoever of this maximum allowance on expenses while on business in Athens. It will be appreciated if the Accounts Division would explain the basis for its stand in reference to the expense accounts we have submitted prior to 12 August.

During the month a signal was received concerning the forwarding or surplus imported personnel to Athens. This signal read as follows: “Persons subject to transport to home stations of redundant personnel stop due to our efforts to avoid any future backlog of personnel awaiting transport at this time you will be notified regularly by personnel division via phone or signal or definite dates when space will be available stop however possible you are urged to release any personnel from duties by a week or two weeks prior to scheduled redundancy date in order that we may fully utilize space at our disposal stop individuals should arrive this RC at least one week in advance to complete all clearance details stop Prompt notification for booking purposes is expected from you in all cases to facilitate initiation of travel requests at this time for regional personnel we refer you to receipt for further notice and urge you to notify us in advance whether individuals will be returning direct deviating or deferring reparation this is very important.”

It appears that the first statement and the second are not entirely in agreement, and we are in doubt whether or
not we should forward personnel one or two weeks ahead of their termination date as requested in the signal or require the personnel to stay in the Region until notified by Headquarters that transportation is available. This is also requested in the signal. An explicit clarification in reference to the forwarding of surplus personnel would be appreciated.
To : Chief of Mission
    Athens.

From : Regional Director, "EG" Region.

Subject : Administration Report for the month of September 1946.

Attention : Mr. J.W. Jago,
            Deputy Chief of Mission
            for Finance & Admin.

(1) Personnel Establishment.

<table>
<thead>
<tr>
<th></th>
<th>Arrivals</th>
<th>Departures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported Staff</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Voluntary Society</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Local Staff</td>
<td>9</td>
<td>93</td>
</tr>
<tr>
<td><strong>Total Staff</strong></td>
<td><strong>34</strong></td>
<td><strong>34</strong></td>
</tr>
<tr>
<td><strong>Imported Personnel</strong></td>
<td><strong>34</strong></td>
<td><strong>34</strong></td>
</tr>
<tr>
<td><strong>Vol. Soc. Personnel</strong></td>
<td><strong>43</strong></td>
<td><strong>43</strong></td>
</tr>
<tr>
<td><strong>Local Personnel</strong></td>
<td><strong>265</strong></td>
<td><strong>265</strong></td>
</tr>
</tbody>
</table>

(2) There are no matters of outstanding importance.

May 2. Brown

M.V. Brown
Budget & Personnel Asst.

Russell C. Singleton
(Regional Director)
UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

Greece

UNRRA, Region "El" (Northern Greece)
Thessaloniki
6th September, 1946
Ref. No. B/11023

TO : Chief of Mission, Athens.
FROM : Regional Director, Reg. "El"
ATTENTION : Mr. J. W. Jago, Deputy Chief of Mission for Finance and Administration.

1) Personnel Establishment

<table>
<thead>
<tr>
<th></th>
<th>Arrivals</th>
<th>Departures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported Staff</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Voluntary Society</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Local Staff</td>
<td>2</td>
<td>63</td>
</tr>
</tbody>
</table>

Total Staff Strength at 31st August, 1946:

- Imported Personnel: 39
- Voluntary Society Personnel: 47
- Local Personnel: 371

TOTAL: 457

2) Budget

During the month the Fourth Quarter Budget was prepared by the Admin. Division and sent to Athens.

May 1946

M. W. Brown
Budget & Personnel Asst.

Russell G. Singleton, Regional Dir.
1. UWRRA, Region "EG"
   (Northern Greece)
   Thessaloniki
   6th September, 1946
   Ref. No. K/11023

   TO : Chief of Mission, Athens.

   FROM : Regional Director, "EG"


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

1) Personnel Establishment

   Arrivals     Departures

   Imported Staff          -       14
   Voluntary Society      -       10
   Local Staff            2        63

   Total Staff Strength at 31st August, 1946

   Imported Personnel
   Voluntary Society Personnel  39
   Local Personnel            47
   ________________________
   TOTAL                    371
   ________________________
   TOTAL                    457

2) Budget

   During the month the Fourth Quarter Budget was prepared by the Admin. Division and sent to Athens.

   May V. Brown
   M.V. Brown
   Budget & Personnel Asst.

   AN.
UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

Greece Mission Region "F", Volos

To: Mr. George H. Gardner
Regional Director

From: G. Spacht
Administrative Officer

Subject: Monthly Report, September, 1946

I. Introduction

1 September, 1946, will be remembered in Greece as the day of the plebiscite concerning the return of the King. Conditions in this region continue to be very serious, affecting the work in many different ways. We regretfully record the death of Mr. Kemp, UNRRA Communications Officer, and his driver on September 5th, when their jeep was blown up by a mine not far from Larissa. Mr. F. West, our UNRRA officer there, took charge of affairs and made necessary arrangements.

14 September was declared a holiday, Incidentally the cable telling us of this holiday was received at 3:15 A.M. on the 14th!

28 September was also a holiday, celebrating the return of the King.

II. Personnel

A. Imported

During the month of September, the following members of our imported staff were declared surplus and left for Athens:

- Mrs. Mary Lumb, Welfare Officer, September 4th
- Miss Anne Hoy
- Miss Marian Drava
- Miss Edna George

Lt. Erna Matthias, who has been on leave in the United States, was declared surplus as of September 19th, on instructions from Hq.

Several others are to be declared surplus as of October 31st, and the balance at the end of November.

Our imported staff on October 1st numbered 16.

B. Local

There were several reductions in the local staff during the month, with a few additions--two interpreters in Volos to meet the needs of the Distribution Officers. Four new drivers were employed in Volos as several of our old drivers resigned rather than go out into the region due to the serious dangers involved.

Seven malaria drivers were terminated on September 30th. As soon as instructions are received concerning the disposition of our UNRRA vehicles, further reductions in the number of our drivers and mechanics will be made.

The next big reduction in local staff will come at the end of October, with the staff for November reduced to a minimum until the end of the work here.
As of October 1st, the personnel in the region were located as indicated below:

<table>
<thead>
<tr>
<th>Place</th>
<th>Imported</th>
<th>Local</th>
<th>Total</th>
<th>Including Drivers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volos</td>
<td>13</td>
<td>52</td>
<td>65</td>
<td>10</td>
</tr>
<tr>
<td>Larissa</td>
<td>2</td>
<td>15</td>
<td>17</td>
<td>5</td>
</tr>
<tr>
<td>Trikkala</td>
<td>1</td>
<td>8</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>Karditza</td>
<td>2</td>
<td>6</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>81</td>
<td>99</td>
<td>31</td>
</tr>
</tbody>
</table>

Preparing the necessary personnel forms for resignations and terminations occupied some hours this month.

The local staff were instructed about the dying of their uniforms, and arrangements made for this dying.

III. Special reports

The personnel budget for the fourth quarter was submitted on August 31st, and then some days were spent with the Regional Director and accountant in the preparation of the remainder of the fourth-quarter budget, and this was dispatched to Athens on September 16th.

The inventory called for as of September 1st occupied much time, with a complete physical check made of all the PX items, stationery supplies, clothing, spare parts, field rations, etc. This was finally completed and sent to Athens on September 16th.

IV. Visitors

During the month of September the following visitors spent varying lengths of time in Volos and throughout the region:

Sept. 6 - Dr. Kaplan and two others from the Agricultural Division, HQ, Athens

9 - Mr. Robert Conway, Mr. C. Friedin, and Mary Vardoulakas, reporters for New York papers, passed through this region on their way to Salonika, interviewing UNRRA officers as they went.

12 - Dr. Thompsen and Mrs. De Villiers from the TB Section of the Health Division, Athens

16 - Miss Lois Goddell and Mrs. Leeti, also from the TB Section

17 - Brigadier Stayner flew up to discuss the conditions in the region. The imported staff in Volos on that day had lunch with him with further discussions.

V. Accounts, etc.

On September 11th, salaries were paid the local staff for the period October 1 - 15th, and on September 20th, from October 16 - 31st. Since there is frequently a delay of several days in receiving the cable authorizing us to pay, we have asked the Accounts Division, HQ, if we might pay when the announcement is made in the papers and on the radio.

The Regional Director received from all the imported staff estimates of their daily expenses for the previous month, and on the basis of these reports, requested an increase in the L. & S. for
"F" Region from 12,000 Drs. to 20,000 Drs. effective August 1st. The request was sent to Athens on September 21st, but to date no reply has been received.

VI. Field Rations, Stationery, PX Supplies, Etc.

The Stationery requisition was received on September 2nd and orders filled immediately.

The PX Supplies for a sixty-day period were received September 3rd, and issue was made as soon as possible for the month of September. The staff greatly appreciates the clothing and recreational articles received, and the notice of the extra MAAFI supplies available.

During the month, eight couriers came from Athens. Personal mail by the civil post has been arriving quickly from the States. Packages mailed under the APO address have still not been received, and it is hoped they are not lost.

The field rations for Class II personnel were received on September 10th, and have been distributed. Since this region does not serve a noon meal, however, it was a problem as to how to divide equitably some of the very small quantities of some of the items received. If it is possible for the next month, it would be a great help if larger quantities of articles could be received rather than small portions of many.

During the month, 174 Travel Authorizations were issued.

[Signature]
Administrative Officer
UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

Greece Mission Region "F", Volos

To: Mr. C. H. Gardner
Regional Director

From: G. Spantz
Administrative Officer

Subject: Month Report August, 1946.

I. Introduction

The day-to-day work during the month was overshadowed by the serious events occurring in the region—shootings, reprisals, banditry, and similar events. Special security measures were taken throughout the month, especially during the week previous to the plenipotentiary's visit. Reports of field officers will reflect these tensions more directly, but the whole staff were conscious of the seriousness of the situation.

II. Personnel

A. Retired:

Many changes occurred this month.

The following reassignments of official stations were made, due to reduction in staff:

Miss Edna George, Welfare, from Volos to Larissa
Miss Marie Pratt, Welfare, from Volos to Trikkala
Mr. W. Maundor, Welfare, from Larissa to Trikkala
Mr. G.P. Jensen, Welfare, Trikkala to Volos

The following persons left the region for repatriation:

Mr. R.L. Newsum, Agricultural Officer, August 3rd
Mr. E.J. McEwany, Distribution, August 13th
Mr. John Pearen, Distribution, August 17th
Miss Mary Macintyre, Dietitian, August 17th

Seven members of the Australian Jewish Overseas Relief Team left during the latter part of August, going to Athens for repatriation in Germany. They had been in this region since April 37, 1946. Their departure has necessitated the present staff taking on additional duties.

Two new Distribution Officers came into the Region from "EG" region—Mr. E. Griffon on August 3rd, and Mr. C.B. Chapman, on August 16th.

Mr. A.C. Stewart, Transport Officer, arrived on August 26th, replacing Mr. Herrmann, Acting, who had been Acting Transport Officer since June 1st.

There were twenty imported staff in the region on September 1st, and further reductions are being considered.

B. Local:

The local staff was reduced by twelve during the month, with several changes in locations and positions to make the best use of the reduced number.
As of September 1st, the personnel in the region were located as indicated below:

<table>
<thead>
<tr>
<th>Place</th>
<th>Imported</th>
<th>Local</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volos</td>
<td>14</td>
<td>49</td>
<td>63</td>
</tr>
<tr>
<td>Larissa</td>
<td>2</td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>Trikala</td>
<td>2</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>Karditza</td>
<td>2</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>85</td>
<td>105</td>
</tr>
</tbody>
</table>

(including 35 drivers)

Preparing the necessary personnel forms for all the changes occupied many hours of this month.

C. PERSONNEL BUDGET - Fourth Quarter

Many hours were spent in consultation with the Regional Director before this budget was prepared. Careful consideration was given to the need for each position asked for, and the final personnel estimate as submitted for Region "S" for the fourth quarter reflected our best judgment as to the minimum staff necessary to carry out the work effectively, according to present policies. This budget was sent to Athens on August 31st.

III. Visitors

We were pleased to have Mr. Buell F. Haben pay us a 'flying' visit on August 26th, but wish he might have spent longer than a few hours in the region. He was accompanied by Mr. J. Harakas of the Greek War Relief.

Mr. Georgalas of the Shelter Section, Athens, was in the region several days around August 9th.

IV. Accounts, etc.

The local staff had not been given salary increments previously, and this was corrected, effective with the September 1st salaries. Increments were given for each six months of service, and in a very few cases, increments were given for meritorious services. Needless to add, the local staff greatly appreciated receiving the additional salary.

Two salary payments, in advance, were made during the month, for August 15th to 31st, and for Sept. 1st to 15th.

The new instructions for terminal pay were received, and proper adjustments were made for the local staff declared surplus.

V. Mail, PX Supplies, etc.

The holiday of August 15th was enjoyed by all.

Ten couriers came from Athens during August. Failure to receive personal mail directly affects the morale of the staff, and it is anticipated that with the use of the civil post, effective September 1st, mail deliveries will be speeded up. Stationery supplies were received on August 10th and requisitions filled.

On August 15th, the Penicillin on hand was turned over to the Joint Medical Supply Committee. From January 2nd to August 15th we had issued 7th bottles of penicillin.

During the month, 201 travel authorizations were issued.

[Signature]

Administrator Officer
UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

Greece Mission

To: Mr. H. G. Tregours
Regional Director

From: C. Speacht
Administrative Officer

Subject: Monthly Report - April, 1946

II. Introduction

April seemed an especially short month, with the three-day holiday greatly enjoyed by all the staff. Due to the absence of the Regional Director in Athens for the Regional Director’s conference, and the absence of the Accountant for two weeks, the duties of the Administrative Officer during the month were greatly increased.

II. Personnel

A. Importation

Several of the long-awaited for imported staff arrived during this month. Their presence will be of great assistance in carrying out UNRRA’s program in this region. We now have a good working unit in each of our three offices outside of Volos. At Kastoria, in Miss Marian Grav’s Welfare, assigned there April 3rd, and Mrs. C. Abernathy, Nurse, who arrived April 13th. At Larissa, we have two welfare workers, Mr. Mander, who came April 10th, and Miss Boy was transferred from Volos to Larissa on April 14th. On April 15th, Mr. Frederick West assumed the position of Sanitary Engineer, stationed at Larissa, and he will be the officer in charge of our staff there. Mrs. Mary Lash came into the Welfare Division, Volos, on April 10th, to take over the duties formerly performed by Mrs. East of the RVIP team, working particularly in the Clothing section. Miss Angelina Doostre, Secretary to the Regional Director, and Miss Marie Pratt, Secretary to the Welfare Officer, arrived on April 10th. The total imported staff now numbers twenty-four. Mr. Michael Day, bacteriologist, arrived from Athens on April 27th to spend a few months working in this region.

During the month, two members of our staff left the region. Mr. Donald Leshue, Post Officer, was assigned to another region, and Mr. N. Henschel, Distribution Officer, Larissa, was returned to Athens for re-assignment.

On April 25th, eight members of the Australian Jewish Overseas Relief Team arrived in this region, and have been assigned to their respective stations. The leader of the team, Dr. Wasserman, a nurse, and a nutritionist were assigned to Trikala, with one welfare worker stationed at Kalambaka. One welfare worker will remain in Volos, as will one transport man, and the Adjutant.

B. Local

1. Roster

Few personnel changes in the local staff occurred during this month. One mechanic and one driver were added to the staff at Larissa, two drivers at Karditsa, and the services of one interpreter at Volos were terminated, making the total local staff as of April 30 number ninety-four, located as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volos</td>
<td>52</td>
</tr>
<tr>
<td>Larissa</td>
<td>25</td>
</tr>
<tr>
<td>Trikala</td>
<td>9</td>
</tr>
<tr>
<td>Karditsa</td>
<td>6</td>
</tr>
</tbody>
</table>

The cable granting the Easter bonus was received on April 17th, and this two-week bonus was paid on Saturday, April 20th.
2. **Health Examination**

Dr. Thomson, of the TB Section of the Health Division, Athens, assisted by Miss Lois Godsell, Public Health Nurse, and her interpreter, Mrs. Loyates, took fluoroscopic pictures of the local and imported staff in Volos on April 9 and 10. Six of the local staff will be recalled for further examination when a large film is available, but Dr. Thomson said all the staff presented normal fluoroscopic picture. This service is greatly appreciated, and it is hoped the team may return for the examination of the workers in the other centers shortly.

3. **Identity Cards**

After many delays of one kind and another, mimeographed identity cards, with the picture of the employee, were issued in early April to all members of the local staff.

**III. Visit to offices in region**

On April 25th and 26th, the Regional Director and I visited each of the three offices, Trilikis, Kardia, and Bezi, discussing with the staff in each place their particular problems. This was my first visit to the other offices, and it gave me a much better idea of the conditions in each place, of the situation of our officers, their needs, and a better understanding of the outreach of UNHRA's program in this region.

**IV. Visitors**

Miss Ursula Brematon, correspondent of "The Economist" spent a short time in this region about April 15th. While in Volos a few hours, she visited the schools at lunch time, to see the feeding program in operation, and discussed the health problems with the Regional Medical Officer.

**V. Clothing Distribution**

Field jackets were distributed to the following groups during the month of April, leaving a few jackets still in hand:

- Welfare Center - Volos;
- Factory workers;
- Child Feeding workers;
- Clothing Warehouse workers;
- Agricultural Services of Magnesia;
- State Mechanical Inspection Service.

**VI. PX Supplies, Mail, Penicillin, etc.**

PX supplies for all the imported staff for the two-month period, April 22 - June 22, were received on April 27th. The distribution of this big supply has been affected for the first month. With some members of our staff outside of Volos, it seemed best to make a distribution for a month at a time, rather than for a week, as suggested in the instructions from Headquarters. The quantity and variety of supplies received in this issue were greatly appreciated by all members of the staff.

Great consternation was caused a few days when the cable cancelling our AFO privilege was received, and great was the rejoicing when the counteracting cable was received. We hope this privilege may be retained. During April, eight couriers came from Athens. Now that the couriers are coming regularly twice a week, planning for small dispatch in better. Needless delays still seem to occur, however. For example, a letter dated in Athens April 26th was received in Volos on May 4th. Cables are still delayed, too, several having been received a day or two days after the arrival of personnel, making their reception unnecessarily hurried.

The Regional Director held a staff meeting on April 24th telling of the recent discussion at its Director's conference on the future policy of UNHRA in Greece.

A memorial service for President Roosevelt, planned by the Canadian-American-Greek League, was attended by UNHRA members as special guests.

85 bottles of Penicillin were issued during the month, using all of the stock on hand, but on May 6th, a further supply was received from Athens. 155 Travel Authorizations were issued during the month.

[Signature]  
Administrative Officer
Operational:

For the month of February the routine of the Administrative Office continued to run smoothly, and no major improvements were introduced as it is felt that the routines now in operation maintain a high degree of efficiency.

There were, however, two major headaches which are still in existence. One is the proper reporting for attendance records of Imported Personnel, in particular those who are in sub-regions, when Imported Persons from the sub-regions procure a Travel Authorisation to proceed to Athens as if for official business. Later on, however, it develops that they go for medical treatment combined with a pleasure trip, and the proposed short time stay in Athens is extended by a few days, the excuse being given that no early appointment could be made on arrival in Athens. The second case is that of the drivers who at times continue to carry unauthorized passengers between the sub-regions for personal gain. Other violations also occur. On my trips to the sub-regions I invariably run across such violations of the rules, when disciplinary action is imposed on the driver. This has been discussed with the Transport Office, and it is proposed to install a daily trip ticket system for each vehicle showing purpose of trip, number of passengers carried, cargo, length of trip, mileage and the hours put in by the driver. This one form will help to check the driver’s movements and the gasoline consumption as well as a check-up on the overtime claim by the drivers.

The trousers which are the balance of the UNRRA uniform have not, to date, arrived, and inasmuch as trousers are the most needed item of the uniform, employees are anxiously awaiting distribution. In the case of collecting uniform from dismissed persons, on one occasion upon dismissal and before final payment was made the employee claimed that a pair of socks issued to him was lost. However, upon our holding back money due to him in salary, he has produced the so-called lost item.

A number of Imported Personnel on NAAFI rations have switched to PX. A letter to this effect was written to HQ immediately they were taken
off NAAFI supply, but no letter from HQ confirming this was received by us, and the people concerned were immediately cut off the supplies by Athens NAAFI/PX, leaving them entirely without supplies until PX is received. PX was, however, issued to them two weeks later due to the fact that PX is issued on the 10th of each month covering the period 24th of previous month to 23rd of present month. Hence those who, on the 15 March express their desire to change to PX, under the present procedure will be taken off NAAFI at once and no PX issued until the 10 April covering periods 24 March to 23 April. In my opinion this method should be improved.

Budget:

Attached hereto is our Statement of Receipts and Disbursements covering expenditure for February 1-28th, as well as the budget for the 1st Quarter, 1946. It is pointed out that because of the devaluation of the drachma and extra salary payments and bonuses to local employees and the increased prices, our budget balances are entirely out of line. For example, so far we have overdrawn 37,000,000 drachmae for salaries in the first months of the first quarter for 1946.

Personnel: The following persons arrived or left this Region.

**Imported Personnel:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date of Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss K. Edborg</td>
<td>Hospital Nursing Advisor</td>
<td>21 Feb 1946</td>
</tr>
</tbody>
</table>

**Imported Personnel:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date of Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Ann Wilkins</td>
<td>Regional Welfare Officer</td>
<td>26 Feb 1946</td>
</tr>
<tr>
<td>Miss C.J. Rintoul</td>
<td>Secretary, Regional</td>
<td>Left 'B' Region on</td>
</tr>
<tr>
<td></td>
<td>Director.</td>
<td>23 Feb for medical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>check-up but owing to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>illness has been</td>
</tr>
<tr>
<td></td>
<td></td>
<td>despatched to home station,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and has not returned.</td>
</tr>
</tbody>
</table>

Mail for the Imported Personnel still continues to arrive spasmodically and this is detrimental to the morale of employees, especially to the new arrivals.
Greek Personnel: Changes.

Administration Section:
Dimouleas P. Caretaker Grade 2 Termination 11 Feb 1946
Linaras John Accounting Clerk " 3 Appointment 21 " "

Transport Section:
Triandopoulos K. Mechanic " 4 " 1 " 

Agricultural Section:
Dragonas K. Agric.Rehab. Officer " 7 " 1 " 

Health Section:

Economou V. Interpreter " 3 Termination 1 " 

I would like to report that every effort is being made to maintain the high standard we are at present achieving, and it is our intention to settle the aforementioned problems.

A. Alexander
Administration Officer.

Attach.

AA/JM
# Statement of Receipts and Disbursements

**Breakdown of Total Expenditure 1 - 28 February 1946**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Services (Salaries)</strong></td>
<td>37,532,854</td>
</tr>
<tr>
<td><strong>Travel and Subsistence</strong></td>
<td></td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>4,360,128</td>
</tr>
<tr>
<td>Field Allowance</td>
<td>437,000</td>
</tr>
<tr>
<td>Food Allowance</td>
<td>941,000</td>
</tr>
<tr>
<td>Additional L &amp; Q Allowance (Electricity &amp; Water)</td>
<td>64,765</td>
</tr>
<tr>
<td>Supply of imported staff</td>
<td></td>
</tr>
<tr>
<td>Personal Advances and L &amp; Q Allowance</td>
<td>4,083,660</td>
</tr>
<tr>
<td>Living Expenses of voluntary society members</td>
<td>187,000</td>
</tr>
<tr>
<td></td>
<td>10,073,353</td>
</tr>
<tr>
<td><strong>General Supplies &amp; Materials</strong></td>
<td></td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>548,750</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>188,263</td>
</tr>
<tr>
<td></td>
<td>737,013</td>
</tr>
<tr>
<td>General Equipment</td>
<td>130,000</td>
</tr>
<tr>
<td><strong>Other Contracted Service</strong></td>
<td></td>
</tr>
<tr>
<td>Telephone, telegraphic communications</td>
<td>35,302</td>
</tr>
<tr>
<td>Office Rent &amp; Repairs</td>
<td>36,000</td>
</tr>
<tr>
<td>Advances for travel expenses</td>
<td>135,000</td>
</tr>
<tr>
<td>Rent repair equipment</td>
<td>95,000</td>
</tr>
<tr>
<td>Expenses for medical care</td>
<td>13,000</td>
</tr>
<tr>
<td></td>
<td>314,302</td>
</tr>
<tr>
<td></td>
<td>48,787,722</td>
</tr>
<tr>
<td></td>
<td>Personal Services (Salaries)</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Feb 1st</td>
<td>162,432</td>
</tr>
<tr>
<td>Feb 28th</td>
<td>37,532,854</td>
</tr>
<tr>
<td>March 1st</td>
<td>37,370,422</td>
</tr>
<tr>
<td>Balance</td>
<td></td>
</tr>
</tbody>
</table>
Region 'B'.

KALAMATA.

AA. JR.

6th February, 1946.

To : Regional Director, Region 'B'.

From : Administrative Officer.


Operational.

The office furniture and equipment file was brought up to date; the personnel files were also completed and the budget files, which were received by us in the early part of January, are all compiled and a complete control of budget lines for personnel is exercised, i.e. no new employees are put on the pay-roll unless it has first been ascertained that there are existing budget line vacancies against the positions to be filled.

After the political uprisings in Kalamata in January the tendency of the employees, both office staff and drivers, was to be lax as to punctuality and, in the case of drivers, negligent with regard to the observation of UNRRA’s regulations and rulings. Several disciplinary actions had to be taken in this connection and these were successful in dispelling the careless attitude toward work of the drivers in general.

The distribution of UNRRA uniforms (each uniform consisting of one jacket and two pairs of socks per person) was very much appreciated by the employees, and the jackets are being worn by them. Unfortunately the two pairs of socks issued, which were mostly sizes 12 and very large, are not suitable for wearing and therefore only a very small proportion of our employees are making use of them. The employees are anxiously awaiting the arrival of the balance of the uniforms and anything that can be done to expedite this will be greatly appreciated by the employees as well as the Administrative Section of Region 'B'.

The payment of Living and Quarters allowances for the Imported Personnel works out very smoothly since everybody understands the working of the system and all report to the Administrative Officer on the 15th and last day of each month for their payments.

Budget.

Attached hereto is our Statement of Receipts and Disbursements covering the expenditure for January 1-31st, as well as the budget for the 1st quarter, 1946. It is pointed out that because of the devaluation of the drachma and extra salary payments and bonuses to local employees, and the increased prices, our budget balances are entirely out of line. For example, we have only one and a half million (1,500,000) drachmas left for salaries for the next two months. It is assumed that a re-assessment is taking place at Headquarters in this connection.

Personnel.

Imported Personnel. Departures from Region 'B'.

The following Personnel have left this Region for re-assignment.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date of Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capt. G. Politis</td>
<td>Distribution Officer</td>
<td>5th January 1946.</td>
</tr>
<tr>
<td>Mr. A. Stewart</td>
<td>Transport Officer</td>
<td>8th</td>
</tr>
<tr>
<td>Mr. O. Wardell</td>
<td>Welfare Officer</td>
<td>16th</td>
</tr>
<tr>
<td>Capt. J. O'Brien</td>
<td>Sanitary Engineer, USPHS</td>
<td>21st</td>
</tr>
<tr>
<td>Miss E. M. Angles</td>
<td>Nursing Advisor, USPHS</td>
<td>31st</td>
</tr>
</tbody>
</table>

/Cont'd Sheet No. 2.
### Sheet No.2.

**Arrivals in Region 'B'.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date of Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. A. R. Bobbett</td>
<td>Transport Officer</td>
<td>6th January, 1946</td>
</tr>
<tr>
<td>Mr. C. Dimitriou</td>
<td>Distribution Officer</td>
<td>11th &quot;</td>
</tr>
<tr>
<td>Miss. A. Woodridge</td>
<td>Reg. Nursing Consultant</td>
<td>27th &quot;</td>
</tr>
</tbody>
</table>

At the end of January a P. J. Form was received for Miss. C. Gurney, Medical Stores Officer, previously a Member of S. I. R. S. Voluntary Society, placing her on the UNRRA Pay-Roll retroactive December 1st 1945.

**Visitors to Region 'B' during January.**

Mr. J. Tobin, Port Officer, came to Kalamata January 16th to January 27th, in connection with the repair of the Kalamata Harbour.

Mr. J. Shelan, Food Division, came to Kalamata January 17th to January 24th, to review the food supplies situation of this Region.

Dr. F. Honessey, Medical Officer, came to the Region January 17th and left on the 1st February.

**Changes in Greek Personnel.**

**Administration Section.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Grade</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sendemendes. K.</td>
<td>Translator</td>
<td>4</td>
<td>17th Jan. 1946</td>
</tr>
<tr>
<td>Kichos N.</td>
<td>Clerk Typist</td>
<td>5</td>
<td>18th &quot;</td>
</tr>
<tr>
<td>Kalamaras P.</td>
<td>Stock Clerk</td>
<td>2</td>
<td>Reclass. 16th</td>
</tr>
</tbody>
</table>

**Health Section.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Grade</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vrashati N.</td>
<td>Clerk Typist</td>
<td>2</td>
<td>Termination 9th</td>
</tr>
<tr>
<td>Dinopoulos J.</td>
<td>Clerk</td>
<td>2</td>
<td>Reclass. 16th</td>
</tr>
<tr>
<td>Theodouropoulos V.</td>
<td>Clerk</td>
<td>2</td>
<td>Appointment 7th</td>
</tr>
<tr>
<td>Malacos N.</td>
<td>Sanitary Eng.</td>
<td>6</td>
<td>Appointment 4th</td>
</tr>
<tr>
<td>Koutsovatopoulos K.</td>
<td>Medical Officer</td>
<td>7</td>
<td>Reclass. 16th</td>
</tr>
<tr>
<td>Apostolopoulos P.</td>
<td>Sanitary Eng.</td>
<td>7</td>
<td>Reclass. 16th</td>
</tr>
<tr>
<td>Kottoros P.</td>
<td>Sanitary Eng.</td>
<td>8</td>
<td>Reclass. 16th</td>
</tr>
<tr>
<td>Kommos A.</td>
<td>Sanitary Eng.</td>
<td>6</td>
<td>Termination 1st</td>
</tr>
<tr>
<td>Georgantzas K.</td>
<td>Medical Officer</td>
<td>9</td>
<td>Appointment 5th</td>
</tr>
<tr>
<td>Olympios J.</td>
<td>Officer</td>
<td>3</td>
<td>Appointment 14th</td>
</tr>
<tr>
<td>Sarantakos M.</td>
<td>Interpreter (Nav.)</td>
<td>3</td>
<td>Appointment 23rd</td>
</tr>
<tr>
<td>Tsoumbrias C.</td>
<td>Interpreter (Tripoli)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Welfare Section.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Grade</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parthenios N.</td>
<td>Welfare Officer</td>
<td>8</td>
<td>31st &quot;</td>
</tr>
<tr>
<td>Kalamotis J.</td>
<td>Interpreter (Tripolis)</td>
<td></td>
<td>Appointment 1st</td>
</tr>
<tr>
<td>Perikas D.</td>
<td>Welfare Officer (Tripolis)</td>
<td></td>
<td>Appointment 13th</td>
</tr>
<tr>
<td>Scalos N.</td>
<td>Welfare Officer (Sparta)</td>
<td></td>
<td>Appointment 13th</td>
</tr>
<tr>
<td>Svolopoulos C.</td>
<td>Clerk Typist</td>
<td>3</td>
<td>Reclass. 16th</td>
</tr>
</tbody>
</table>

**Distribution Section.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Grade</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tsagarakos N.</td>
<td>Clerk</td>
<td>2</td>
<td>Termination 31st</td>
</tr>
<tr>
<td>Sparta-Gythion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

/Contd. Sheet No.3/
Outstanding Problems.

We are still handicapped by the inability to obtain qualified English-speaking Greek Translators.

I would like to report that the Administration organisation is working better than heretofore, and February should bring us further advancement.

A. Alexander.
Administrative Officer.
### Statement of Receipts and Disbursements


<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Services (Salaries)</strong></td>
<td>23,997,568</td>
</tr>
<tr>
<td><strong>Travel and Subsistence</strong></td>
<td>4,420,908</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>6,260,500</td>
</tr>
<tr>
<td>Field Allowance</td>
<td>206,500</td>
</tr>
<tr>
<td>Food Allowance</td>
<td>737,600</td>
</tr>
<tr>
<td>Additional L. &amp; Q. Allowance (Electricity and Water Supply of Imported Staff)</td>
<td>104,509</td>
</tr>
<tr>
<td>Personal Cheques and L.A.Q.</td>
<td>4,203,500</td>
</tr>
<tr>
<td>Voluntary Society Members' Living Allowance</td>
<td>386,500</td>
</tr>
<tr>
<td><strong>General Supplies and Materials</strong></td>
<td>9,985,417</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>320,300</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>14,342,1</td>
</tr>
<tr>
<td><strong>General Equipment</strong></td>
<td>1,737,241</td>
</tr>
<tr>
<td><strong>Other Contracted Services</strong></td>
<td>71,371</td>
</tr>
<tr>
<td>Telegraphic, Telephonic Communication.</td>
<td>247,965</td>
</tr>
<tr>
<td>Office Rent</td>
<td>67,000</td>
</tr>
<tr>
<td>Rent Repair Equipment</td>
<td>117,500</td>
</tr>
<tr>
<td>Advances for Travel Expenses</td>
<td>285,000</td>
</tr>
<tr>
<td>Unrra Commissariat</td>
<td>624,000</td>
</tr>
<tr>
<td>Advances by Order of H.Q.</td>
<td>60,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>35,929,542</td>
</tr>
<tr>
<td></td>
<td>PERSONNEL &amp; SERVICES</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Jan.</td>
<td>24,460,000</td>
</tr>
<tr>
<td>1st</td>
<td>23,997,568</td>
</tr>
<tr>
<td>31st</td>
<td>162,432</td>
</tr>
<tr>
<td>Feb.</td>
<td>1st</td>
</tr>
<tr>
<td>BAL:</td>
<td></td>
</tr>
</tbody>
</table>
Operational.

During the month of November a Local Personnel Record Card File was established, also Position Classification Forms were instituted and all new employees had their Applications filed. It is intended to have Application Forms completed by all our employes who commenced work with us prior to the initiation of Application Forms.

P.2. Forms of all local personnel were required and subsequently made out for all such personnel entering our Service after October 1st. Copies of these forms are being sent to Athens Office. The P.2. Files for local personnel engaged prior to October 1st are not complete; when missing forms are obtained the total file will be forwarded to H/Q.

Because of a rapidly increasing Staff, especially in the Distribution and Welfare Divisions, the UNRRA building at 63, Navorina Street was found to be too small, therefore, on November 10th a new lease was signed for an additional building, 69 Navorina Street. The lease is for six months with the option of renewal for a further six months, and the rental 25,000 drachmas per month. Negotiations regarding this were concluded by H. J. Lewis, Regional Director.

The new building required cleaning and minor repairs were made. Prior to our moving in it was put in order, i.e., white-washed, glass installed in windows (previously without glass), telephones transferred, adequate protection made against burglaries. Welfare and Distribution Divisions remain at 63, Navorina Street, occupying rooms 2, 3 and 1, respectively. 69 Navorina Street, is occupied by the Regional Director, Administrative Officer, Finance and Accounting Divisions, and Message Centre. This move has, unfortunately, required additional service help, e.g., night-watchman, cleaner, etc. A few additional tables (with one drawer) and chairs were purchased locally and since this furniture was not adequate an experienced carpenter was employed (10,000 drachmas salary) on a full-time basis to make additional office furniture and execute joinery repairs and alterations.

A numerical catalogue of all office furniture has been started and master records are kept in the Administrative Division. Each Office is having posted on the wall a list of all articles of furniture accommodated in it, giving furniture number and description. Instructions have been given by the Administrative Section that any article of furniture is to be removed from any office without the Administrative Officer being notified so that accurate records may be maintained.

At my request the Transport Officer allocated to the Administrative Section one jeep with driver. The services of this car are pooled. The 3-ton truck still continues to bring employees to and from work, and when not being used for this purpose it is garaged.

The Administrative Section obtained some logs from near-by woods these were cut at convenient lengths and were obtained without cost to UNRRA. We provided for their transport and the owner of the wood gave us part of the load free of charge. A similar arrangement was made with regard to charcoal but so far we have been unable to affect collection.

Budget.

Attached hereto is a brief summary of Region 'B' expenditure during the months of October and November, also the original allocation for the 4th quarter and the balance in hand. It is pointed out that the unexpended balance for personal services (salaries) is 2,631,000 drachmas, or 24% of the total amount allocated.

In November the payment of salaries amounted to 6,295,000 drachmas, this large amount being due to the fact that October and November bonuses were paid during that month.

/Contd. Sheet No.2.
It is also pointed out that it was not possible to pay salaries for November 16th to 30th, by the 3rd of December, since the local bank was short of money. Home-head this fact does not particularly bring any hardship to our employees in view of the bonuses paid in November. On several occasions I have advanced some money to employees against the salaries due to them.

Problems

The main problem of the Administrative Section continues to be a lack of skilled personnel. Our chief need is that of an Administrative Assistant who could cope with the multitudinous duties of the Administrative Section and act in the capacity of an Office Manager thereby giving me more time to spend on the practical application of UNRRA policies.

We are still in dire need of English key-board typewriters, and although I was promised two typewriters by the Administrative Services Division, in the early part of November when I visited N.C., we have received delivery of only one of these machines. Weekly I have written reminders to Athens but up to the present time we have not received the additional typewriter. It now appears that if we receive only one typewriter it will not be sufficient for our needs. Mr. Politis, Regional Distribution Officer, is engaging an Imported Secretary who will work for his Division and the Welfare Division, and a typewriter is also needed for Dr. Hübner’s Secretary. The present English key-board typewriters in use are relics. It is felt that at least 3 Latin-character key-board typewriters are needed, and of these 2 must be English key-board as they will be in the continuous use of 2 Imported S. secretaries. It is understood that the Administrative Services Division has changed some Greek key-board typewriters to Polyglot key-board typewriters. It would be very helpful if typewriters could be converted to the English key-board instead.

Personal Changes

The following changes in Personnel were effected by the Administrative Section:

Victor Komaallis — Receptionist
Engaged Nov. 16th, at a salary of 14,000 drachmas.

Voula Petrouni — Cleaner
Engaged Nov. 16th, at a salary of 11,000 drachmas.

Anastasios Karrayas — Carpenter
Engaged Nov. 20th, at a salary of 19,000 drachmas.

Constantine Prandanos — Watchman
Engaged Nov. 22nd, at a salary of 13,000 drachmas.

Kinos Zambanakis — Accountant
Terminated Nov. 24th. (Salary at date of termination 24,000 drachmas).

George Koutojaras — Assistant Dist. Officer
Engaged Nov. 1st, at a salary of 21,000 drachmas.
Stationed at Gythion.

Spirdelakes (first name unknown) — Clerk
Engaged Nov. 15th, at a salary of 18,000 drachmas.
Stationed at Gythion.

Dina Zafiri — Cleaner
Engaged Nov. 16th, at a salary of 11,000 drachmas.
Stationed at Nafplion.

Kostas Komninos — Clerk
Engaged Nov. 22nd, at a salary of 16,000 drachmas.
Stationed at Nafplion.
Sheet No. 3

George Agyris = Driver
Engaged Nov. 19th at a salary of 16,000 drachmas.

Marino Chariklas = Driver
Engaged Nov. 19th at a salary of 16,000 drachmas. Transport Division.

Athanasis Sifmiou = Driver
Engaged Nov. 19th at a salary of 16,000 drachmas.

F. Apostolopoulos = Assistant Sanitary Eng.
Upgraded from position of Interpreter. Medical Division.
Salary increased to 22,000 drachmas.

Departed Personnel.

The following were new arrivals to 'B' Region:

Miss Kathleen Van Cleeft = Nutritionist Grade 7.
Date of arrival Nov. 7th.
Budget Line 01/2-722.

Miss Thelma D. Baloosh = Secretary Grade 5.
Date of arrival Nov. 9th.
Budget Line 01/2-729.

Miss J. Devonport (Mrs. Dukes) = Bacteriologist.
Date of arrival Nov. 2nd.
Voluntary Society.

Mrs. E. Hobday = Welfare Specialist.
Date of arrival Nov. 28th.
Assigned to Sardinia.

Charles F. Randall = Welfare Officer, Grade 'A'.
Trans. Nov. 5th from British Red Cross, to UNRRA.
Budget Line 01/3-716
Assigned to Tripoli.

A. Alexander
Administrative Officer.
<table>
<thead>
<tr>
<th>Category</th>
<th>4th Quarter Allocation (Dh.)</th>
<th>Spent Oct. and Nov. (Dh.)</th>
<th>Balance in Hand (Dh.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and Subsistence</td>
<td>8,000,000</td>
<td>3,688,496</td>
<td>4,311,504</td>
</tr>
<tr>
<td>Communication</td>
<td>90,000</td>
<td>-</td>
<td>90,000</td>
</tr>
<tr>
<td>General Supplies and Material</td>
<td>870,000</td>
<td>503,548</td>
<td>226,652</td>
</tr>
<tr>
<td>General Equipment</td>
<td>350,000</td>
<td>195,100</td>
<td>196,900</td>
</tr>
<tr>
<td>Other Contract Services</td>
<td>550,000</td>
<td>602,793</td>
<td>52,793</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>11,000,000</td>
<td>8,368,237</td>
<td>2,631,763</td>
</tr>
</tbody>
</table>
To: C. A. Lewis, Regional Director, Region "B".

MONTHLY REPORT FOR OCTOBER 1945

OPERATIONAL

During the month of October the accounting procedure was 'streamlined' as far as the payment of travel expenses to imported and local personnel. Previously, upon presentation of bills to the Accounting Department, the accountant after checking the statement would enter it in his Cash Book as paid, while the payment actually was not made until a few days later. This procedure through out the balance of cash on hand against the total in the Cash Book. The new procedure is as follows: the Accounting Department checks the bills presented and passes them on to the Cashier, and only after the payment is made is it entered in the Cash Book, hence allowing us to have a true balance of cash on hand at all times.

A Food Ration Storeroom was reorganised, a physical inventory of the stores was made and commissariat supplies were arranged. Foods not packed in cans are now kept in metal containers, and are dirt and mice proof. Also a physical inventory of NAAFI supplies was made and a NAAFI Record Book introduced. A new storekeeper was appointed for the job as of October 2nd, and his segregated duties are that of quartermaster, commissariat NAAFI, office and other equipment, stationery, and distribution of PX supplies. At present the office supplies are located in a room and are issued only on a memorandum receipt, thus controlling waste.

The main office building was painted, additional lighting installed and broken glass replaced.

Because of inadequate furniture in the offices we were forced to order some furniture to be made. Prior to letting out any contract for this furniture we have checked with the Administrative Officer in Athens and find that it is cheaper for us to order locally than to requisition it from the Headquarters who still have to go and have them put on the local market at a higher price.

PROBLEMS

The main problem of the Administrative Office is the local personnel, which is not well trained and on the average not intelligent enough to adapt themselves. It also develops that the present repatriation of American Greeks to the U.S.A. is draining the source of supply of potential suitable employees for UNRRA. Because of that perhaps we will be forced in future to recruit our needed English-speaking personnel from Athens. This practice will create an added expense to our budget, and because of it I am at present rather cautious in making rapid changes among the Administrative personnel. However, there was recruited in Athens an
Administrative Assistant at a salary of Drs. 22.000 to take Mr. Zombakis' place, who has expressed his desire to transfer to Athens and he will terminate his employment with Region "B" as of November 30th. I have arranged with Mr. Mitchell to try and place Mr. Zombakis in a new position with H.Q.

Personnel Changes

Steve Boozalia, a new storekeeper employed on October 2nd 1945, at Drs. 19.000.

G. Vassiliou advanced from messenger to Clerk "B", salary changed from Drs. 11.000 to Drs. 14.000, effective November 1st.

D. Liberopoulos, interpreter as of October 23rd, at a salary of Drs. 16.000.

A. Alexander
Administrative Officer
UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

VIA AIR MAIL

TO: Chief of Mission, Athens.
FROM: Regional Director, Reg. "EG"
ATTENTION: Mr. J. W. Jago, Deputy Chief of Mission for Finance & Admin.

UNHRA, Region "EG" (Northern Greece)
Thessaloniki
7th August, 1946
Ref. No. E/10358

<table>
<thead>
<tr>
<th>Personnel Establishment</th>
<th>Arrivals</th>
<th>Departures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported Staff</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Voluntary Society</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Local Staff</td>
<td>2</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Staff Strength</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported Personnel</td>
<td>50</td>
</tr>
<tr>
<td>Vol. Soc. Personnel</td>
<td>50</td>
</tr>
<tr>
<td>Local Personnel</td>
<td>397</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>503</strong></td>
</tr>
</tbody>
</table>

2) Reduction in Staff

During the month the following employees were declared surplus to the region:

| Import. Personnel | 18 |
| Local Staff      | 67 |

May  V. Brown
M.V. Brown
HN. Budget & Personnel Asst.

Russell C. Singleton, Regional Director
Regional Director's Monthly Report for July 1946.

I. SUMMARY AND EVALUATION OF ACTIVITIES.

A. General.

1. The month under review has been one of frustration. Dismissal of key and UNRRA trained employees has increased, with no, or inadequate, replacements. Discriminatory orders and action have increased, as have unrest and banditry.

B. Finance and Administration Division.

1. In conformance with H.Q. instructions declarations of redundancy and "surplus" have been made as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>1. 1. 46</th>
<th>Declared surplus to date</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>113</td>
<td>89</td>
<td>24</td>
</tr>
<tr>
<td>II</td>
<td>402</td>
<td>75</td>
<td>327</td>
</tr>
</tbody>
</table>

Notes: 1. "Remaining" should be understood as the net figure after personnel declared surplus have left, i.e. the dates of declaration are staggered.

2. Of 327 Class 2 personnel "remaining", 175 are chauffeurs and mechanics and 21 are interpreters attached to VOLSOC. At the moment, this personnel cannot be declared surplus.

3. Although definite instructions have not been received from H.Q. it is said that the Health Division, at least temporarily, may maintain its status quo. If such is the case, the figures under "Remaining" may be somewhat increased.

4. Figure under "imported - remaining" does not include personnel in Athens H.Q. budget lines.

C. Distribution and Transport Division.

1. There is satisfaction in the Region based on the dismissal of the Nomarch of Pella and the issuance of Order 941 by the Ministry of Interior, dated 12 July 1946. As investigations by our officers in the Nomos show that confusion still exists and many villages have not received notification regarding the cancellation of the discriminatory Order, proper representations have been made by this Office to the Minister for Northern Greece.
2. The Nomarch of Kozani issued instructions to the Distribution Centre of Ptolemais that no food distribution should be made in the village of Kosovounon (Nomos Of Kozani), the reason being given that the bulk of these supplies were being sent to the mountains. In agreement with the Governor General of Western Macedonia, and in conformance with Circular 941, it has been arranged that distribution in this village will now take place under the supervision of an UNRRA Distribution Officer. (Reference our letter E10,206, 2 August 1946 - Waben - Personal.)

3. It has been reported by our Distribution Officer in Western Macedonia that some 50% of supplies of rations in several villages were stolen by bandits within two or three days after their arrival. Investigations are now proceeding to ascertain the facts.

4. Distribution of rations was otherwise normal throughout the Region. Unsatisfactory results from a mixture of maize into the Salonika bread ration have resulted in the elimination of the maize from the bread and the issuance of same in kind.

5. Messrs. Chapman and Griffin, Distribution Officers, declared redundant to this Region as of 15 August and 31 August respectively, have been re-assigned to Volos Region on orders from Athens H.Q. Mr. Griffin has already proceeded to Volos; Mr. Chapman will follow shortly.

D. Agriculture and Fisheries Division.

1. Grain Concentration: (a) Returns received from the centres of Macedonia and Thrace show the following quantities of Grain concentrated up to Saturday 27th July:

<table>
<thead>
<tr>
<th>Grain Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheat</td>
<td>7,588,214 okes</td>
</tr>
<tr>
<td>Barley</td>
<td>793,789</td>
</tr>
<tr>
<td>Rye</td>
<td>393,673</td>
</tr>
</tbody>
</table>

Reports indicate that difficulties arose in some districts because of a shortage of cash for immediate payment; this, however, is a matter of the allocation of money rather than a real shortage, as the sum allotted for the region is adequate to cover requirements. The total allotted to Macedonia and Thrace to the end of July being 17,167,000,000 drachmas.

(b) Many districts report shortage of warehouse space but this is receiving attention.

(c) Investigation of free marked prices indicates that in the main they were below the Government purchase price of 1300 per oke for wheat.

(d) Permits for the purchase of grain have been issued by the Ministry to Athens merchants. Some particulars of these were reported to Athens in our signal of 19 July, E/9785.

2. Two conferences, one at Salonika and the other at Kavalla, were held with Greek officials concerned with wheat concentration and a special report has already been submitted to Athens.
E. Welfare Division.

1. Of the 14 nomoi in Northern Greece indigency lists have been completed in 6 nomoi; are proceeding satisfactorily in 4 nomoi and with 4 nomoi showing practically little or no progress, due to lack of staff, security and funds.

2. Child Feeding: Although authorised, it is uncertain whether this will carry on through the summer months, due to dilatory tactics by the Ministry concerned in Athens.

3. The summer camps programme is on the whole more satisfactory than that of 1945. In a recent survey of a very considerable number of camps in which the Press accompanied UNRRA, it was found that only one was not using the full allocation of 15,000 drachmas for supplementary food. It remains a fact, however, that most of the camps are operated on credit as the actual funds, although allocated, have not arrived. Slight dissatisfaction was found in the camp of the University students, probably due to the fact that they are used to a higher standard of living. A larger percentage of dissatisfaction was found in the Welfare Centre camps for working boys, but the UNRRA representative reports that this obviously came from trouble-makers and that the leadership did not seem to be the proper one to cope with the trouble.

4. Donated Clothing: (a) Discrimination is rampant throughout the Region. Entirely unauthorised distributions to Civil Servants and unknown persons were found to be taking place in the nomos of Kastoria. This Office cancelled all distribution in that nomos on 27 July until further notice. Investigation by the Regional Officer substantiates a great number of irregularities and proper representations have been made to the Ministry of Northern Greece, with a request for an official investigation. (Reference our letter E10,230, 3 August - Maben - Personal).

(b) The Governor General of Western Macedonia issued a discriminatory order, No. 74/31/3119, dated 12 June, to all Distribution Sub-Committees, the substance of which was that donated clothing should not be issued on the list as certified by Welfare Centres, but that the "indigency figures for clothing distribution should be different from those for ration distribution for the known reasons". Telegraphic request was made by this Office to the Governor General of Western Macedonia on 27 July to withdraw this order. Representations were made to the Minister of Northern Greece on the same subject. It is understood that the Order has now been cancelled. (Reference our letter E10,208, 2 August - Maben - Personal.)

5. The Governor General of Western Macedonia issued an Order to the Nomarch of Kozani that he should screen employees of the Welfare Centre and replace those with anarchistic tendencies by Nationalists. This Order was transmitted by the Nomarch to the Welfare Centre, with the result that 9 Welfare Inspectors and Supervisors have been dismissed. This affects welfare work in 100 villages. Appropriate representations have been made by this Office to the Minister for Northern Greece.
calling his attention to the fact that the employees dismissed had been especially trained by UNRRA personnel, but that personnel was no longer available to train their substitutes. Further reference was made to Protocol 75578 of the Ministry of Welfare, dated at Athens, 16 July 1946. (A report was made to Athens on 2 August, reference E10,206, paragraph 2 - Maben - personal.)

6. J.A.C. Supplies. Since the inception of UNRRA, we have been transporting, warehousing and delivering welfare supplies. The matter has been called to the attention of the Government, but they have always stated that they have neither personnel nor money. Notice has now been given to the Minister for Northern Greece that UNRRA will cease such operations on 31 August. We have the assurance that the Greek Government will take this over, but we anticipate that this obligation will not be implemented.

F. Health Division.

1. In an Order issued by the Minister for Northern Greece, Dr. Damkas, the Greek malarialogist for Northern Greece, was relieved of his duties for political reasons. It is interesting to note that in this connection, official satisfaction with his performance was made to him by the same office a few weeks ago. The replacement proposed is a local Public Health Officer with no malariological background. The strongest possible protest was made on this matter to the Minister for Northern Greece. (Our Ref. E10,004, 27 July - Maben - personal.) (We have since been disowned by Athens H.Q. on this protest.)

2. For security reasons we have decided to withdraw the S.A.R.C. teams from Western Macedonia and place them elsewhere in the Region.

G. Industrial Rehabilitation Division.

1. On 27 July 100 cubic centimeters of American timber were issued by the Agri. Bank, Salonika to the Greek military under Order 30,101 of the Ministry of Reconstruction, dated 12 June to the Agri. Bank, Athens. The Order was re-transmitted by the Agri. Bank Athens to the Agri. Bank, Salonika under Order No. 13,699, dated 19 June 1946.

2. Although a priority for the building of 3,000 houses under the Shelter Programme has been given to the Drama area, no actual construction is under way at the moment.

3. Funds have been allocated but not received for the road building programme; therefrom approximately 45% for new road construction. The project contemplated for new road construction is of minor importance and the allocation has obviously been made for purely political reasons. No road construction or repair was done in the month under review.

4. The closing down of the State manufacture of cotton has created the utmost confusion in Northern Greece, where, prior to the receipt of same, actual manufacture was far in excess of any other part of Greece. Illogical and contradictory instructions, and even instructions arriving for retroactive stopping of work, are being received from Athens.

II. MAJOR PROBLEMS AND RECOMMENDATIONS.
II. MAJOR PROBLEMS AND RECOMMENDATIONS.

1. Completion of turn-over of all UNHRA functions (except "observing and counselling") to the Greek Government.

2. Continuance of efforts to prevent and eliminate discrimination.

9 August 1946.

[Signature]

(Director Region E-G
(Northern Greece))
VIA AIR MAIL

UNRRA, Region "EG" (Northern Greece)
Thessaloniki
8th July, 1946
Ref. No. E/9505

TO : Chief of Mission, Athens.
FROM : Regional Director, Reg. "EG"
SUBJECT : Administrative Report for the Month of June, 1946.
ATTENTION : Mr. J. W. Jago, Deputy Chief of Mission for Finance and Administration.

Attached hereto is the action copy of Administrative Report for the Month of June, 1946.

Three copies of the Regional Monthly Report will be sent to Athens later in the month.

M.V. Brown
Budget & Personnel Asst.

Encl.

Russell C. Singleton,
Regional Director
UNRRA, Region "EG"
(Northern Greece)
Thessaloniki,
8th July, 1946
Ref. No. E/9508

TO : Chief of Mission,
Athens.

FROM : Regional Director, Reg. "EG"

SUBJECT : Administrative Report for the Month of
June, 1946

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

(1) Personnel Establishment

<table>
<thead>
<tr>
<th></th>
<th>Arrivals</th>
<th>Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported Staff</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Voluntary Society</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Local Staff</td>
<td>12</td>
<td>9</td>
</tr>
</tbody>
</table>

Total Staff Strength

<table>
<thead>
<tr>
<th>Staff Type</th>
<th>Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported Personnel</td>
<td>58</td>
</tr>
<tr>
<td>Voluntary Society Personnel</td>
<td>65</td>
</tr>
<tr>
<td>Local Personnel</td>
<td>403</td>
</tr>
</tbody>
</table>

Total **526**

(2) Turnover of Administrative Responsibilities

On the departure of Mr. Sibley and Miss Matzas for repatriation to the States, responsibilities of the Administrative Division were delegated as follows:

- Mr. Racopoulos J. Regional Administrative Officer
- Miss M.V. Brown Budget & Personnel Assistant
- Miss K.B. Hancox Voluntary Societies Liaison Off.
- Mr. G.P. Hutchinson Regional Commissariat Officer.

(3) No outstanding problems not previously stated.

M.V. Brown
Budget & Personnel Asst.

Russell P. Singleton,
Regional Director
TO: Chief of Mission, Athens
FROM: Regional Director, Region "EG"
ATTENTION: Mr. J. W. Jago, Deputy Chief of Mission for Finance and Administration
SUBJECT: Administrative report for the month of May 1946.

1) PERSONNEL ESTABLISHMENT:

<table>
<thead>
<tr>
<th></th>
<th>Arrivals</th>
<th>Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported Staff</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Voluntary Society</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>Local Staff</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL STAFF STRENGTH:</strong></td>
<td>25</td>
<td>36</td>
</tr>
</tbody>
</table>

2) BUDGET:

During the month the 3rd Quarter Budget was prepared by the Administrative Division and presented by the Regional Director and the Regional Administrative Officer to the Division of Budget and Management at HQ.

3) TRANSPORT:

Administrative transport was turned over to the Transport Division as the problems most frequently arising centered around maintenance and not around vehicle assignment.

4) No outstanding problems not previously stated.

Hiram Sibley, Administrative Officer.
TO: Chief of Mission, Athens
FROM: Regional Director, Region "EG"

Attached please find action copy of monthly Administrative Report for April, which you are requested to forward to the Deputy Chief of Mission for Finance and Administration.

The other three copies of the monthly report will be sent to Athens with the full regional report.

Hiram Sibley,
Administrative Officer.

Russell C. Singleton,
Regional Director.

UNRRA, Region "EG"
(Northern Greece)
Thessaloniki,
2nd May, 1946
Ref: E/7661
TO: Chief of Mission, Athens

FROM: Regional Director, Region "EG"

SUBJECT: Monthly Administrative Report - April 1946

1) During this month, new offices were opened up for the Public Health Division at 15 Tsimaki Street, and the entire Public Health Division is now concentrated in one building.

2) A new car park was also established this month to alleviate the crowded conditions of the old car park and to allow space and facilities for repair work on the vehicles.

3) The New Zealand Team arrived in this region and were appropriately assigned. The team members were assigned in various parts of the region, doing Welfare or Public Health work, in order to fit into the needs of the region in the best possible manner.

4) A meeting took place in Kastoria on April 24th, for UMRRA Voluntary Society personnel stationed in Western Macedonia. All matters of administrative nature were discussed and problems reviewed.

5) Weekly transport meetings were held and the majority of the regional administrative transport problems were resolved.

6) PROBLEM: No satisfactory answer has as yet been worked out with regard to the change of allotment requests forwarded to Athens. Many of the personnel in this region are short of funds therefore.

Hiram Sibley,
Administrative Officer.

Russell C. Singleton,
Regional Director.

HS: LM
UNRRA, Region "EG"
(Northern Greece)
Thessaloniki,
2nd May 1946
Ref: E/7660

TO: Chief of Mission, Athens
FROM: Regional Director, Region "EG"

SUBJECT: Monthly Administrative Report - April 1946

1) During this month, new offices were opened up for the Public Health Division at 15 Tsimaki Street, and the entire Public Health Division is now concentrated in one building.

2) A new car park was also established this month to alleviate the crowded conditions of the old car park and to allow space and facilities for repair work on the vehicles.

3) The New Zealand Team arrived in this region and were appropriately assigned. The team members were assigned in various parts of the region, doing welfare or Public Health work, in order to fit into the needs of the region in the best possible manner.

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6) PROBLEM: No satisfactory answer has as yet been worked out with regard to the change of allotment requests forwarded to Athens. Many of the personnel in this region are short of funds therefore.

Hiram Sibley, Administrative Officer.

Russell C. Singleton, Regional Director.
TO: Chief of Mission, Athens  
FROM: Regional Director, Region "BG"  
SUBJECT: Administrative Report for the Month ending 31 March 1946.

PROGRESS:

The policy of UNRRA to turn work over to the Greek Staff was implemented during the month by the appointment of John Raceopoulos as Associate Administrative Officer for Region "BG" and Mr. John Aracou as Finance Officer for the Salonica office. Mr. Antipas had previously been appointed Finance Officer for the Kavalla office.

During the month, the British Red Cross, Australian Red Cross and the Friends Relief Service Team charged with operation of the Pavlo Melas Displaced Persons Camp, and the Save The Children Fund voluntary society teams withdraw from the region. A New Zealand Relief Team, numbering 15 persons, arrived in the region to take up health and welfare work.

Imported staff increased slightly during the month with the addition of nursing and welfare specialists. One warehouse officer and one agricultural officer was declared surplus during the month.

During the month, an additional office building was acquired in Saloniki to take care of the needs of the Public Health Division which has expanded its personnel. The Welfare Division will take over space vacated by the Public Health Division in the 202 Sub-Area Building.

Administrative transport in the Salonica area was improved by the addition of a second car park, where all trucks can be parked and repair work carried out. Responsibility for assignment of administrative transport was placed in the hands of the Administrative Officer, who works closely in consultation with the Transport Officer in this matter.

A revision of the mail service from land courier to the use of S.S. Circeus was effected. It is expected that more regular delivery will be accomplished by this change.

A number of serious illnesses were reported of members of the imported staff. A serious case of Typhoid Fever resulted in the death of George Hurst, a member of the British Red Cross Society.

PROBLEMS:

Lack of Administrative Transport to meet the needs of the staff.
Lack of sufficient flexibility in the new pay-book system to meet emergencies on the part of the imported staff.
Failure on the part of Hq to send forward pay-books for members of the imported staff since 1 November 1946.

Hiram Sibley,  
Administrative Officer

Russell G. Singleton,  
Regional Director.
TO:         Buell F. Maben  
           Chief of Mission  
FROM:      Administrative Officer  
           Region E  

A. SUMMARY OF PROGRESS

1. Turnover of administrative responsibilities from Mr. Donaldson to Mr. Sibley.

2. Negotiations for additional office and billeting accommodation.

3. Reorganization of administrative transport.

4. Review of budget and reclassification of Greek personnel.

5. Consideration of administrative responsibilities under combined Regions E and G.

B. SITUATION

1. With the recent expansion of UNRRA staff in Region E and the arrival of additional Distribution and Welfare Officers, it has been necessary to secure additional accommodation. Transport has been strained to capacity, which the arrival of nine new jeeps without spares or tools has done little to alleviate. In addition, the posting of four voluntary society units to the Region has strained the billeting capacity which UNRRA employees have established at the Lux Hotel. To meet these contingencies, the Manchester Hotel, located near the Lux Hotel, has been leased as an UNRRA office and transient hotel; and it is planned to move the Agricultural and Displaced Persons Divisions into the first floor, the two upper floors to be used as accommodation.

2. Mention must be made of the effect that inflation of the drachma is having on the morale of both the Greek and imported staffs, and it is hoped it will be remedied by the raising of both the Greek salaries and the living allowances during the month of November.

3. With the approach of winter, the problem of obtaining warm clothing and stoves for heating has given much concern. Mr. Crosby of the administrative staff was sent to Athens to consider the matter with the Administrative Division.

4. An unusual expenditure has been made to improve the lighting system of the offices to meet the shortening days.

5. Great difficulty has been found in obtaining suitable additional Greek personnel for interpreting, translating, typing, and other clerical duties.
6. Many requests have been received for typewriters, which this office has been unable to meet.

7. With the continued airplane service, communications with Athens have been satisfactory. It is hoped that the repair of the military airport, which it is expected will be completed by the end of November, will allow this service to be continued throughout the winter.

8. Travel to and from Athens has consumed a good deal of time due to some seemingly unnecessary number of personnel travelling. Requests have been met as fast as possible with no one being held over more than two days after the required departure date.

C. RESUME OF PROBLEMS

1. Transport remains the pre-eminent problem. All of them, with the exception of typewriters, can be handled locally if leeway is given for appropriation of funds to meet the rising prices.

Hiram Sibley
Administrative Officer

Hsibley1w
United Nations Relief and Rehabilitation Administration

Greece Mission Region "F", Volos

To: Mr. G. H. Gardner
Regional Director

From: G. Spacht
Administrative Officer


I. Introduction
During this month significant changes were made. Mr. Newsom, Acting Regional Director, served until July 15th, when Mr. Traylors returned. On July 29th, Mr. Traylors went to Athens, and Mr. G. H. Gardner assumed his duties as Regional Director. The few days previous to the turn-over, the necessary papers were prepared, inventory, bank statement, cash records, etc.

II. Personnel

A. Imported

Mr. A. B. Burningham, Distribution Officer, left on July 15th for repatriation to England; Mr. Traylors left on July 29th, and Mr. Gardner arrived on July 30th. Several of the imported staff are leaving soon, and the report for August will indicate the reductions effected.

The Australian Jewish Overseas Relief Team is still in the region, and their anticipated transfer to another Mission is now doubtful.

Personnel changes are being currently discussed by the Regional Director and Headquarters to insure a staff adequate to complete the work in the best possible way.

B. Local

During the month two resignations were accepted, and three new people were employed—a driver at Trikkala, a welfare worker in Volos, and a typist in Larissa. As with the imported staff, reductions are being effected, taking place in early August.

The personnel picture as of July 30th was as follows:

<table>
<thead>
<tr>
<th>Place</th>
<th>Imported</th>
<th>Local</th>
<th>VS</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volos</td>
<td>15</td>
<td>52</td>
<td>3</td>
<td>70</td>
</tr>
<tr>
<td>Larissa</td>
<td>4</td>
<td>26</td>
<td>1</td>
<td>31</td>
</tr>
<tr>
<td>Trikkala</td>
<td>3</td>
<td>11</td>
<td>3</td>
<td>17</td>
</tr>
<tr>
<td>Karditza</td>
<td>2</td>
<td>10</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td>24</td>
<td>89</td>
<td>9</td>
<td>150</td>
</tr>
</tbody>
</table>

(including 38 drivers)

III. Visitors

Dr. M. Bach of the Medical Division, Athens, spent about a week in the region, arriving on July 11th.

Mr. George McKibben flew up on July 15th, returning that same evening.

Mr. A. Stathopoulos of the Shipping Section came on July 16th for a few days.

Mr. Hillsdale and Mr. Dresser of the Textile Division arrived July 16th, spending about a week, visiting the different factories in Volos to secure needed information.
III. Visitors (continued)

Mr. Barr Washburn flew up on July 29th, effecting the transfer of Directors, returning in the afternoon.

IV. Clothing

The summer clothing for the local staff was received from Athens and distributed during the first few days of July, each member receiving, upon receipt, two pairs of trousers and two shirts. The staff greatly appreciated receiving this clothing.

V. Accounts - Inventory

The proposed budget for the third quarter was received, with instructions concerning the new form for the staff return, and the procedures for reducing forces.

On July 10th a cable was received instructing payment of salaries to local personnel for the second half of July, and on July 20th for the payment from August 1 - 15th. The payment of salaries in advance complicates the payroll work, especially now with many staff reductions.

Several of the local staff are taking their vacations during July and August.

The supplemental allowance for messing was increased from 2,250 to 2,500 Drs. daily on July 1st.

According to instructions received, the inventory as of June 20th was taken, proper forms prepared, and sent to Athens on July 7th.

VI. Mail, PX Supplies, Etc.

Ten couriers came from Athens during July, but other official mail was received through the British officers still stationed here. Unusually long delays have been noted in the date a letter was written in Athens, its dispatch, and its arrival in Volos. A record is being kept for further checking.

The circular concerning the loss of the APO privilege as of Sept. 1st was sent to all American personnel.

During the week of July 22nd, PX supplies were issued to the imported staff for the period to August 22nd, and returns made to Athens, as requested. The staff has been very pleased to receive the pens and pencils from headquarters.

Stationery supplies were received July 13th, and requisitions filled.

160 bottles of Penicillin were issued during the month.
194 travel authorizations were written.

Administrative officer
To: Mr. N. G. Trayfors
Regional Director

From: G. Spach
Administrative Officer

Subject: Monthly Report - March, 1946

I. Introduction

The last day of this month, March 31st, should be mentioned first, Election Day, the first elections in over a ten-year period. Detailed precautions had been taken previously with the result that few cases of violence were reported in this region. The effect of the elections on UNRRA's work in the region will be commented upon by others directly concerned.

Two holidays were enjoyed this month - March 4th - "Clean Monday", and March 25th - "Independence Day."

II. Personnel

A. Imported

The IVSF team which had come into "F" Region early in January, 1945, concluded their work at the end of March. The conscientious work of the leader, Mr. Bagert, and his able assistants, Mrs. Best, Mr. Bendle, and all the members of the team will be greatly missed. We were glad to welcome Mr. Vernon Shook, Regional Welfare Director, and Miss Marjen Crava, Field Welfare Officer, on 9 March. Miss Crava has since been moved to Karditsa, and Miss Hoy, to Larissa.

Mr. Donald Lesueur, Port Office, came on 9 March, and Mr. Clifton Harvey, Assistant Agricultural Officer, on 26 March. This brings the total imported staff to twenty—Volos, 13; Trikkala, 3; Karditsa, 2; Larissa, 2.

The administrative order was received concerning the adjustments in the Living and Quarters Allowance back to October, 1945. The necessary deductions were made on the personal debts, according to letter received from the Accounting Division, Athens, and the amounts owing each individual were paid on 13 March.

March 20th the cable was received concerning the increase in the daily supplemental allowance, effective 16 March, taking the amount for "F" Region 2,250 per day, and the Living and Quarters, without dependents, 9,000 Dros., a total of 11,250 Dros. daily. This will covers the daily costs of living in our region at the present time.

B. Local

To more adequately take care of the malaria control program, an Associate Medical Officer was employed at Karditsa, Dr. Taagones, and at Trikkala, Dr. Vlachokostas. Several new drivers were also employed for this work. During March, sixteen applicants were interviewed, and the following new staff members employed: at Volos— an automobile mechanic, an interpreter, two clerks, three drivers; at Larissa—a mechanic, five drivers; at Karditsa—two drivers, and the Medical Officers mentioned above. At Volos, one driver was terminated, another resigned, and at Larissa, the services of the Associate Sanitary Engineer were terminated.

On March 31st, the total local staff numbered 91, including 33 drivers, located as follows:

Volos — 53 (including 15 drivers)
Larissa — 23
Trikkala — 9
Karditsa — 6

91

33
On 14 March, the cable was received giving the pay for drivers, effective 1 February, as 230,000 Dres. per month for a 40-hour week, and 500 Dres. per hour overtime. The necessary adjustments were made, and the additional money paid the drivers.

III. UNRRA - Greek Government relations

The Regional Director went to Athens March 2nd, and on his return, March 11th, held a staff meeting, discussing the problems facing UNRRA during the next few months, our relationship with the Greek agencies, and the many questions that must be decided within a very short time regarding the future of UNRRA in Greece.

IV. Visitors

Mr. Lippinott, Chief Liaison Officer from the Office of the Chief of Mission, with Mrs. Lippinott were most welcome visitors on March 11th. After two days in Volos, they spent several additional days out in the region.

Miss Grace Hunt, of the Camps Division of the Welfare Section, with Miss Frangald, of the Ministry of Education, came on 14 March. They conferred with local committees regarding the possibility of summer camps for children, and also went to Larissa.

Lt. Goodell, USEHS, and her interpreter, Mrs. Leavitt, arrived on March 18th, to work with the TB dispensaries, and assisted Dr. Thomson, who came on 21 March, in giving fluoroscopic examinations to the local staff of UNRRA, and to those of the imported staff who desired it. Mr. Ashwin, also of the TB division, Headquarters, spent a few days in Volos, arriving on 26 March.

V. Clothing Distribution

The local staff was given the opportunity first to exchange the army surplus coat issued to them in February for a field jacket, if they wished.

During the month, the following groups were issued field jackets, leaving the balance at the end of the month of about sixty-five:

(Total received = 920)

March 15 - TTT Company - Volos
12 - " " - near-by villages
16 - Representatives of the press
22 - Larissa - for malaria control, hospital, reporters, Medical Shoes
26 - PIFPA
27 - Volos Orphanage (Adults in charge)
27 - Agricultural Mechanical Services
28 - Supply Office

IPO packages were distributed to different institutions in the region during the week of March 23rd, with members of the imported staff helping in the distribution at hospitals, prisons, and orphanages. Another opportunity to see needs directly!

VI. Scholarship Applications

When the notice was published about the opportunity for UNRRA scholarships, many applicants called to inquire about the qualifications. Much interest was evidenced, but few were able to meet the requirements. Three applicants finally procured the necessary data, and these applications were submitted to Headquarters, with recommendations.
VII. EX Supplies, Mail, Fuel, Etc.

With the withdrawal of the British soldiers from Volos, NAAPY privileges were lost, and all the imported staff voted to come on the EX list for future supplies, rather than have someone come to Athens for NAAPY once a month.

EX supplies for the period ending March 23rd were received on March 13th, and for the period ending April 22nd, on 29th March.

The mail delivery is still of serious concern. Eight couriers came from Athens during the month, and the PIRAEUS brought a bag of mail on March 26th. Getting mail to and from Larissa, Karditsa, and Trikkala, with any regularity, is also a problem, as in the difficulty of securing stamps, mailing parcels, etc. It is hoped that personal mail will be dispatched immediately. As much as a week has elapsed from the time letters are stamped as received in the mail room until they get to the region.

During the month, 58 bottles of Penicillin were issued, leaving a balance of 10 bottles. This was increased by the receipt of 75 bottles from Dr. Papazissis, Larissa, on March 30th.

For several weeks we were unable to obtain kerosene for the stoves used in heating the offices. Now we are endeavoring to secure a reserve, in some way, for emergency use when an oil ship does not arrive.

118 Travel Authorizations were issued during the month.

With the necessary letters, queries of many kinds, the days pass quickly.

[Signature]
Administrative Officer
MONTHLY PROGRESS REPORT - MONTH ENDING 30 NOVEMBER 1945

SECTION "N" - ADMINISTRATION

1) Poor mail and signal service continues - For a period of nearly a week the island of Lesbos was cut off from outside communication.

2) Transport has been improved by the addition of three more Jeeps and a Staff car. This meets completely the Regional needs.

3) Distribution has been seriously impeded by the lack of grain. This shortage was so marked that it was found necessary to send the Regional Distribution Officer to Athens to "scrounge" canoes or other shipping space.

4) Continued poor loading of cargo has impeded turn-around of ships and created need for emergency handlings that might easily have been avoided.

5) F.O.L. receipts are below normal requirements and must be augmented.

[Signature]

M. F. DeForest
Regional Director
Region "H"
November 4, 1943

MONTHLY PROGRESS REPORT - MONTH ENDING OCT. 31, 1943

SECTION "O" - ADMINISTRATION

1. Mail and signal communication continues without improvement - signals from Athens sometimes taking six to eight days.

2. Assignment of four more jeeps to the Region has enabled us to place one on獭ive and to meet inspection and other scheduled appointments on schedule as planned.

A maintenance service has been worked out with the representative of the Ministry of Transport covering all transport.

3. Distribution by quinine has been impeded by shortage of quinine through the failure of P.O.W. representative to set aside and hold in reserve estimated requirements.

4. Starting of proposed Graduate Nurse School and the issuing of hospital equipment has been retarded by the hospitalization of Nurse Consultant Finley and absence of Nurse Faust in Athens. Return of both is expected momentarily.

5. Administration otherwise has proceeded smoothly and without interruption.

M. F. DoForest
Regional Director
MONTHLY PROGRESS REPORT - MONTH ENDING SEPT. 30, 1945

SECTION "H" - ADMINISTRATION

1. Practically no changes were made in established procedures. Emphasis was placed on the querying of the growing number of required reports. It appears to us that Athens forgets that we must do the work.

2. The region still suffers from poor mail and signal communication. In two instances signals left personally by Mytilene personnel with Headquarters personnel, have not been delivered Mytilene ten days later. Reply to other urgent signals have not been received. It is felt that difficulty is definitely within UNRRA Headquarters.

3. All Accounting and Record Work has progressed smoothly and reports have cleared on schedule. Volume of necessary typing has however increased and considerable difficulty has arisen because of lack of typewriters. Two more typewriters are required. Separate request is being made for these.

4. Check up in villages has been impeded by lack of sufficient Administrative Transport. One of three jeeps available is in such poor condition that it cannot safely be taken out of the city of Mytilene. Requirements are for a total of four additional jeeps - three for Lesvos and one for Lemnos.

5. A great improvement has taken place in the obtaining of sea transport for supplies. This has been chiefly due to the organizing abilities of Capt. Kanaris, the newly assigned N.O.I.C. It is felt and has been duly reported that the dissolution of the Aegean Naval Command, in favor of letting Harbor Masters provide and assign caissons, will highly prejudice the distribution of these foods. It must be assumed that Headquarters Athens was unsuccessful in its attempt to maintain the Status Quo for his command.

[Signature]
R. F. Deforest
Regional Director
Monthly Progress Report - Month ending 31 August 1945

Section N - Administration

Summary - While there has been a slight turn-over in personnel due to three members of the Greek staff departing for Athens, office operation continued smoothly under the direction of Mr. Caprono, Office Manager. Increased demands placed on the staff by the arrival of additional imported personnel have been met adequately.

Progress - Miss Alice Finley, Regional Nursing Director, and Capt. Ferguson, Sanitary Engineer arrived in Mitilini.

Shifts have been made in the assignments of several members of the staff to meet changing conditions. One typist-clerk and a third driver were employed. The total number of the Greek staff decreased by one during the month.

Credit-debit slips were received for all the members of the imported staff. Missing pass books were also received and each account posted up to date.

Mail and signals have been handled satisfactorily through the Greek post office. Unavoidable delays in getting mail to and from the Region to HQ, must be laid to irregular shipping.

Of the three jeeps, one was put out of commission by the break-down of its clutch plates. As Capt. Convey on his trip to Athens was unable to obtain any spare parts, attempt will be made to have the jeep repaired locally. Two tires were damaged and rendered unserviceable during the month.

The two 15-cvts at Mitilini, and the 3-ton truck at Kastorn on Lemnos, were continued in operation.

PX and Naafi supplies were received twice during the month and divided equally among all the imported staff.

Salaries of Greek personnel were revised in accordance with Administrative Order No. 3A-76. The staff appears to be satisfied with present salary rates.

The Lemnos office continues under the direction of R. H. Smith, Distribution Officer. The staff at Lemnos consists of an interpreter, a clerk, and a driver. Reports and statements are being received promptly.

Resume of Problems - Transport continues to be a difficult problem. A jeep is needed for the staff in Lemnos, and the greatest planning has to be done in Mitilini to meet the many demands. With one jeep off the road without spare parts and with unusable tires, the problem has become more acute. If the three jeeps which have been promised to the Regional Director arrive, transport may then be considered adequate.

Water transport continues difficult. While permission has been granted to rent a suitable ship, it has been impossible to find such a ship in the Aegean Islands.

[Signature]
Administrative Officer

[Signature]
Regional Director
TO: Chief of Mission
FROM: Acting Regional Director, Chios
SUBJECT: Finance and Administration Report for August 1945

1. Finance.
   (a) Third quarter budget. The approved third quarter budget was received and found to be sufficient to meet the Region's needs under practically all headings. The exceptions being the amounts allocated for Office supplies and Automotive supplies. Approval was granted for a 100,000 drs. increase in the Office supplies grant and an increase for Automotive supplies was applied for.
   (b) Fourth quarter budget. The fourth quarter budget was submitted and represented a substantial increase over that for the current quarter. The respective total sums are 10,905,800 drs. for the fourth quarter and 8,170,800 drs. for the third. The increase is due mainly to the necessity for employing additional Greek staff and the need for a larger sum for automotive supplies and repairs.
   (c) Receipts. A check No. 107038 for three million drs. was received from the Chief of Mission's office.
   (d) Deputations. Mr. Arthur Eades and Mr. Calvin H. Will were deputed to sign the following documents:
      (I) Travel Authorizations
      (II) Claims for Travel Expenses
      (III) Advances for Travel
      (IV) Staff Advances
      (V) Petty Cash Vouchers
      (VI) Vouchers for Payments
   (e) S.O.P. Allowances. A clarification of the position regarding S.O.P. personnel allowances was requested.

2. Administration.
   (a) Rent of warehouses etc. The rent for two warehouses in Chios use for storing the Region's petrol and surplus stores was fixed at 5,000 drs. per month. The rent for the garage used for the Officer's transport was fixed at 3,000 drs. per month. All buildings are in good condition.
   (b) Region Intercommunication. Cypriot books for communication between Samos and Chios have been received from the Chief of Mission's office. These are necessary as all messages sent over this link must go through the National Bank who send all their messages in cypher. It may be possible to arrange for our messages to be sent in clear in the near future.
   (c) Stationery. Supplies of Stationery as requested were received.
   (d) Travel. The receipt of instructions, regarding the procedure to be adopted in cases of people from Regions visiting Athens on official business, was considered timely and will be of considerable value.
   (e) Consular. Consignments of NAIF supplies were received in good condition but one consignment was short of seven large boxes of Jinx, the cause of this is being investigated. A radio receiving set for the use of imported Staff was received.
   (f) Staff Health. The Region Director was indisposed for two days with boils. The health of the remainder of the staff has been satisfactory.
   (g) Correspondence and Signal Control. The filing and registration which was introduced in July is now working satisfactorily, and considerable time is being saved, since the old "hit or miss" system has been replaced.

3. Personnel.
   (a) Induction of Personnel. Mr. Tasso J. Los was placed on the Region's payroll as Warehouse Officer. He has for several months been the
Agricultural Bank, but most of his time has been spent doing UNRRA work.

To date the transfer of Sgt. Ellis to UNRRA has not been effected. It is anxiously hoped that it will soon be finalised as Sgt. Ellis is performing the duties of Distribution Officer in a creditable manner.

The problem of encouraging English speaking Greek personnel has lead us to discuss with the local A.G.I.C. representatives the possibility of employing some of the people attending their English classes. It appears that several suitable persons will be available in about 2 months.

(c) Transfers. Mr. Crice the Region Welfare Officer and Miss Matzas the Region Secretary have left the Region. The former to return to U.S.A. and the latter to take up a position in Salonika Region. Replacements for both the above are urgently needed. Mr. Russell C. Singleton Regional Distribution Officer who left the Region in July, returned for two weeks and then left to take up a position in Salonika.

Arthur Edmunds
Acting Regional Director
Part III - Problems

For Action by Office of Chief of Mission.

Old Problems

The following are carried forward from my previous report for record purposes.

1. Inter-island communications:

If the TANAC Tug sent for this purpose can be supplied with the missing mechanical parts, the Region's needs should be filled, though - as it will be appreciated - rather late in the day (after nearly two years without suitable craft).

2. Typewriters:

In view of the reduction in staff, the requests for additional typewriters contained in previous reports can now be disregarded.

3. Trucks:

For the benefit of ABJ Region, I feel H.Q. should clarify the position regarding administrative vehicles, as requested in my memo of January 7, 1946, reference R/H-2-314, subject "Vehicle Inventory". A very detailed report setting out the whole position was sent to H.Q. in my memo of July 24, R/H-2-601, subject "Vehicles for Transport of Relief Supplies", attention Admin. Transport Section.

4. Suggested transfer of 2 Admin. jeeps to Prefecture:

Despite the merger, I still strongly recommend the transfer of two admin. jeeps to the Prefecture, for operation by them, to cover the local calls at present made on UNRRA. My previous report makes reference to this matter, as also my memos of April 25, R/H-2-483, and of June 13, R/H-2-542.

New Problem

Admin. Transport:

Under the merger I estimate a further three jeeps will become redundant, and no doubt the H.Q. of ABJ Region will give consideration as to their disposal. That is:

- Present strength: 9
- Already recommended for Prefecture: 2 (A)
- Surplus following merger: 3 (B)
- *Remains: 1 (C) (allocation: S & D, Health, Welfare, Sanitation) - or pooled

"Assuming calls now made on UNRRA direct are met out of (A), otherwise (A) to remain."
MONTHLY PROGRESS REPORT.—JULY 1948.

ADMINISTRATIVE DIVISION.—

PART XII.—

Statistics.

Nothing of General Interest.
PART I. - Developments.

Imported Personnel:—

With the changeover of Regional Administration on the 15th August, it is unlikely that the vacancy in Health Division for an Public Health Nursing Advisor will be filled.

Class II Personnel:—

The appointment of a Medical Officer and Regional Sanitary Engineer is most essential in view of the prospective withdrawal of Imported Personnel.
MONTHLY PROGRESS REPORT—JULY 1946—

ADMINISTRATIVE DIVISION.

PART III.—

PROBLEMS—

Field Mission Stores—

Despite the warning given in my memo R/H-5-873 dated 6 June 1946 that weather conditions in the islands during the months of July & August were such that no reliance could be placed on the sailings of suppliers, up to to-day Field Mission Stores for the current month have not been received.

From the very small reserves on hand, it has been possible to make up an issue for 9 days, but it will be appreciated that the breaking up of a normal 30 days issue into two unequal parts not only doubles the work, but also makes it useless to issue certain items, the monthly ration of which is already small.

As was pointed out in my Report for June, the weighing out and issuing of 73 items to nine separate establishments takes a considerable time. Accordingly I asked that if possible stores should be despatched to the Region 14 days before they are due for issue. No notice seems to have been taken of this request.

C. E. Hasworth,
Regional Admin. Officer,
5th August 1946.
MONTHLY PROGRESS REPORT. JULY 1946.

ADMINISTRATIVE DIVISION.

PART III.

Problems.

Field Mission Stores:--

Despite the warning given in my memo R/H-5-873 dated 5 June 46 that weather conditions in the islands during the months of July & August, were such that no reliance could be placed on the sailings of oceques up to to-day Field Mission Stores for the current month have not been received.

From the very small reserves on hand, it has been possible to make up an issue for 9 days, but it will be appreciated that the breaking up of a normal 30 days issue into two unequal parts not only doubles the work, but also makes it useless to issue certain items the monthly ration of which is already small.

As was pointed out in my Report for June, the weighing out and issuing of 75 items to nine separate establishments takes a considerable time. Accordingly I asked that if possible stores should be despatched to the Region 14 days before they are due for issue.

No notice seems to have been taken of this request.

G. M. E. Haworth,
Regional Admin. Officer,
5th August 1946.
MONTHLY PROGRESS REPORT - JUNE 1946.

To: Mr. William S. Finlayson,
Regional Director

From: Regional Admin. Officer.

PART I.- Developments.

Imported Personnel:--

With the exception of one Public Health Nursing Advisor, all vacancies for imported personnel in the budget for the second and third quarters are now filled.

Class II Personnel:--

There are still too many vacancies in Health Division to be filled by local personnel. The positions are those of Medical Officer and Regional Sanitary Officer. As these are an essential feature of the present phase of UNRRA's general policy, it is to be hoped that the freeing of the staff as at 30th June will not stand in the way of filling the vacancies as soon as persons suitable for appointment are found.

The need of translators continues; those at present employed are working at full pressure and the demands of H.Q. for translations of all articles about UNRRA's work which may appear in the local press cannot be satisfactorily met, even in part, without additional assistance.

Mail from H.Q.:--

Complaints have been received that some mail from abroad, clearly addressed to Greece is being taken to H.Q. Athens and held there for onward transmission with official Regional mail, instead of being conveyed by the Greek Postal Authorities.

As Greek mail is delivered several days before UNRRA mail reaches Syros, the delay is resented.
PART II.

Statistics.

Nothing of General Interest.
**ADMINISTRATION REPORT - JUNE 1946**

**PART III.**

**Problems.**

(a) Regional Director:

Nil.

(b) Chief of Mission:

Typewriters:— The difficult position reported last month, has been somewhat eased by the return from Hq. of the typewriters sent for repairs in February & March. There is, however, still an urgent need for at least two more typewriters, one in Health and one in S. & A.

Interisland Communications:— Owing to the lack of response of Hq. to the oft-repeated request for suitable UNRAA transport between the islands, it has become necessary to charter aircrafts specially to enable urgent visits to be paid.

The experiences of Col. Lubbock & Dr. Topping during their recent visit to the region, when they were held up for some days owing to weather conditions being unsuitable for interisland travel, will emphasize the need for a substantial motor vessel of shallow draft which would be more or less independent of weather conditions.

The Chief of Mission will have gained valuable personal insight into the problem during the tour of the islands which is in progress at the close of the period to which this report covers.

Field Mission Stores:— The breaking down & checking the contents of some 75 or more cases takes a considerable time with the very limited staff available, and the issuing of a complete month's ration, of 75 items to nine separate establishments ranging from one to fourteen individuals also takes time. As the Field Mission Stores only reach the region three or four days before they are due for issue, it will be appreciated that the checking &-breaking down has to be done very hurriedly. If it is possible, stores should be despatched to reach the region 14 days before they are due for issue, and it is hoped that this can be arranged.

Signed:—

[Signature]

C. E. B. Hesworth,

Regional Admin. Officer.
REPORT FOR THE MONTH OF MAY 1946.

To: Mr. William E. R. Molayson, Regional Director.
From: C. E. B. Heworth, Regional Admin. Officer.

Part I: Developments.

Imported Personnel:

Following the departure on leave, prior to leaving UNRRA of Mr. & Mrs. Young, a slight reorganisation of Welfare Division has taken place. Mr. P. Ure has taken over the duties of Regional Welfare Officer, but the budget line for Regional Field Officer has been surrendered and a new position namely that of Secretary to the Welfare Officer created. Miss J. Gilbert has arrived to fill this position.

Miss V. Poulard has been appointed to fill the vacancy caused by the departure of Miss Crawford, R.N.C.- Miss Williams, Midwife, has arrived from Athens for a two months tour of the of the larger islands. There are now no outstanding needs for imported personnel.

Mail from H.:

As the Army Post Office ceases to handle UNRRA mail as from the 1st June and personal letters must be sent by Greek Royal Mail, it would seem that the address, namely UNRRA Greece Mission Athens, given in H.Q. Signal No. 487 of 27th May is not only unnecessary but would inevitably lead to delays in the receipt of correspondence. It would be preferable to use UNRRA, SYROS, Cyclades, Greece, since the Greek Mail arrives in SYROS three or four times a week, whereas mail from H.Q. is only certain once a week.
REPORT FOR THE MONTH OF MAY 1946.

Part "II"

Statistics.

Nothing of general interest.
Problems.

(a) Regional Director:— Nil.

(b) Chief of Mission:—

Typewriters:— Each month the need for these has been stressed. Only one typewriter is in use in S. & S. Division and this is in a poor state. With the imminent arrival of the liberty ship (due 11th June) the whole of the work of the Division must be seriously affected, and other Divisions are short, so that it will not be possible to borrow to meet the emergency.

This position is largely due to the delay on the part of R.A. in replacing the three English (returned to Athens in February) and one Greek (returned to Athens in March) machines. A Signal was sent on 1st May—Cy/28/1946—urging immediate action on the part of R.A.

Interisland Communications:— The lack of response on the part of R.A. to this oft-emphasised essential is causing grave difficulties in the Region. It is clear that the position is not appreciated since Miss Williams, Midwifery Adviser, has been sent to the region with instructions to visit 13 islands in two months. The most that can be done, provided weather conditions permit will be six or seven Islands & those only on the regular weekly route of the vessel from Piraeus, and such others as may be scheduled for a large calque.

A member of the New Zealand Team visited Naxos on the 27th May on duty which would take 48 hours. He and his interpreter are still away at the time of writing this report, the 5th June, awaiting return transportation. Had a suitable motor-vessel been available for UNRRA use the journey would have taken three days and would have saved UNRRA travel expenses already amounting to ten days for two persons and which may easily be increased beyond that very considerably.

C. W. E. Haworth,
Regional Admin. Officer.
ADMINISTRATION.

Report for month of April 1946. -

Part I. - Developments.

Imported Personnel needs.

With the departure of Miss M. Crawford, Regional Nursing Consultant, due to take place on 1st May there will be a vacancy in Health Division which will need filling as soon as possible. This point will no doubt be emphasized in the report of Health Division.

Mr. & Mrs. John Young, respectively Regional and Field Welfare Officer are due to leave the region on 1st June. Replacements of both these officers are urgently required and it is essential that the Officers appointed to take over this important work should be able to work for a time with Mr. & Mrs Young in order to become au fait with the Welfare work of the Region and the many difficulties with which they will be faced. It cannot be urged too strongly that these appointments should be made without delay so that there may be no break in the continuity of the Welfare and Child feeding work of the Region.

The departure of the New Zealand Team on their first tour of visits to the doctorless islands will no doubt be dealt with by Health Division.

Mail from Headquarters.

The Mail from Headquarters is arriving regularly, but there still appears to be a delay of from ten to fourteen days between the date of receipt of Personal Correspondence in the Mail Room at H.Q. - as is evidenced by the UNERA date stamp, - and the date of receipt in the Region. Now that there are bi-weekly sailings from Piraeus for the Region, there would seem to be no reason for any delay exceeding seven days. Apart from this the new system is working smoothly.
Part II.

Statistics.

Nothing of General Interest to report.
Part III.

Problems.

(a) Regional Director.

Nil.

(b) Chief of Mission.

Typewriters: --

The need for typewriters, which was stressed in the last report, is still acute. It is now nearly three months since three English typewriters were returned to H.Q. for replacement, and this delay is causing serious difficulties in dealing with the work of the Region. The Greek typewriter, returned to H.Q. in March also needs replacement, it has been found necessary at times to borrow a Greek typewriter from the local civil administration in order to meet the demands of the Region.

Interisland Communication: --

A suitable craft to enable regional officials to visit the islands is still an essential. An instance may be quoted in a recent case when a Welfare worker was away from Headquarters for 23 days, owing to the impossibility of obtaining transportation earlier, on a visit which would normally only have taken three or four days. The visit was essential, but through lack of an UNRRA vessel the H.Q. administration was unnecessarily deprived of an important Officer for over three weeks, and an expenditure of a considerable amount in travel expenses incurred.

Imported Personnel: --

The need for replacements for Miss M. Crawford, Regional Nursing Consultant, Mr. J. Young, Regional Welfare Officer, Mrs. Suzanne Young, Field Welfare Officer, already referred to in Part I of this Report, is emphasised for the attention of the Chief of Mission.

C. W. E. Haworth, Regional Admin. Officer.

4 May 1946.