

UNCIO-Working Papers-Commissions & Technical Committees-memos to and from Rothwell

15 April 1945

30 June 1945

PLEASE RETAIN
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June 19, 1945

Mr. Rothwell:

It occurred to me the other day in talking to one of the Presentation Group that it might be useful to have them prepare a chart showing the periods when the various governments members of the United Nations might be able to act on ratification of the Charter, for instance, the dates when their Parliaments meet and might be able to deal with this question. Such charts have, I think, been prepared in the past by the League of Nations and by the ILO. Information might be obtained from the Treasurer of the League of Nations in Princeton, New Jersey (Mr. P. G. Watterson, through Mr. Loveday) and direct, of course, from our ILO friends in Montreal.

Perhaps this matter has already received your consideration, but I pass it on for what it is worth. It would, of course, be of more interest to the Preparatory Commission and its organs, but perhaps something could be done before the Presentation Group breaks up in San Francisco if they stay here for another week, or if they keep together, perhaps they could continue such a job in Washington.

Huntington Gilchrist

MEMORANDUM

June 16, 1945

To: Mr. Huntington Gilchrist
From: ~~Alger Hiss~~
Kenton Rothwell

The attached notice of a change in representation on Committee II/4 is forwarded for your information.

cc - Mr. Eugene Chase,
Secretary, Committee II/4
Mr. Frank Kidner,
Documents Control
Mrs. Virginia Angel,
Conference Editor
Mr. Warren Kelchner,
Adviser to the Secretary General

HDF
HDF:mf

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Y

THE UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

South African Delegation,
Fairmont Hotel,
SAN FRANCISCO.

13th June, 1945.

Dear Sir,

Referring to my letters of 1st and 2nd May, 1945 regarding the distribution of work on Committees among members of the Delegation of the Union of South Africa, I am directed to inform you that Mr. D. L. Smit, this Delegation's representative on Committee II/4 (Trusteeship), has been called away and that his place on that Committee will be taken by Mr. H. T. Andrews as from the 14th June, 1945.

Yours sincerely,

/s/ T. Hewitson

SECRETARY OF DELEGATION

The Executive Secretary,
United Nations Conference
on International Organization,
Room 404, Veterans Building,
SAN FRANCISCO.

File

June 15, 1945

MEMORANDUM FOR THE EXECUTIVE SECRETARY

Attached hereto is a communication from the Garvey Club Inc. addressed to Commission II. It seems to me that this is the type of outside communication which should be dealt with by the Secretary General offices along with many others of a similar character. I therefore transmit it to you.

Huntington Gilchrist

June 15, 1945

MEMORANDUM FOR EXECUTIVE SECRETARY

We have now received approval from the President of Commission II and the Chairman of the Commission II group that they approve the proposed document entitled "Recommendations Concerning Conduct of Commission Meetings" EX-SEC/11 (1).

Huntington Gilchrist

June 12, 1945

Executive Secretary:

In the summary of the meeting on June 9th, 2:30 p.m. it occurs to me that you may wish to include a reference to the suggestion that a proper place at the table of the Coordination Committee should if possible be reserved for the Secretary or Executive Officer who may be requested to be present and participate in the discussion of the various paragraphs. As you recall, this suggestion was approved by Mr. Hiss and the intention to take up the matter with Mr. Darlington was expressed.

Huntington Gilchrist

cc: Executive Officers
Secretaries in Commission II Group

June 12, 1945

MEMORANDUM FOR MR. ROTHWELL

Attached hereto is a memorandum on Rapporteur's reports from Commissions to Plenary Sessions which has been informally considered in the Executive Officers group.

My personal feeling at the moment is that the first alternative would be sufficient but you may wish to give some guidance on this. So far no very decided views have been expressed in our group here.

Huntington Gilchrist

cc - Executive
Officers

June 11, 1945

MEMORANDUM FOR MR. ROTHWELL

Mr. Pelt of the Netherlands Delegation suggested to me that it might be advisable to keep the Document Distribution Office open in San Francisco for two or three days after the conference closes because many Delegations will wish to check their documentation at that time and complete it.

I am passing this on to you with the thought that you might wish to circulate some memorandum as to the program of the Secretariat with reference to the closing of the various branches of its offices and in so far as such information might be of interest to various Delegations.

Huntington Gilchrist

June 8, 1945

Mr. Rothwell:

Attached you will find the reports of the secretaries of Commission II with respect to the program of the final plenary session and a communication from Mr. Gilchrist with respect to Commission II as a whole.

Frank Kidner

June 6, 1945

Executive Secretary:

The rapporteur and the assistant secretary general of Commission II believe that speeches at the final plenary session should be strictly limited and they would be satisfied if Mr. Stettinius and Field Marshal Smuts make the only speeches.

In the Commission II secretariat, there is a general feeling that Field Marshal Smuts has perhaps played somewhat too prominent a role as the spokesman for the middle and smaller states. It may not be possible, of course, to reconsider this point so far as the planning of the final plenary session is concerned, but we believe that it might be kept in mind generally.

Huntington Gilchrist

June 5, 1945

MEMORANDUM

TO: Huntington Gilchrist
FROM: Eugene Staley

At your request I consulted Mr. Victor Andrade, Chairman of Committee II/2, to get his opinion about the form of the final Plenary Session.

In his view a simple ceremony would be best. A long series of speeches should be avoided. He thinks it might be well to have a response to the speech of the President of the United States by one of the other sponsoring powers and by one Delegate chosen by the Steering Committee from among the governments outside the sponsoring group.

COPY

MEMORANDUM

June 7, 1945

TO: Mr. Huntington Gilchrist

FROM: Mr. Max Gideonse

I inquired of Sir Ramaswami Mudaliar, Chairman of Committee II/3 in regard to the program for the closing session of the Conference.

Sir Ramaswami seems to favor having representatives of all the sponsoring powers, including President Truman, speak at the closing session, in preference to a program consisting of speeches by President, Truman, Mr. Stettinius and Marshal Smuts alone. He seemed to have some doubt about the desirability of having Marshal Smuts speak as a possible representative of the governments other than the sponsoring powers.

COPY

June 4, 1945

TO: Mr. Gilchrist

FROM: Mr. Chase

I inquired of Mr. Fraser, the Chairman, and Mr. Le Gallais, the rapporteur, of Committee II/4 in regard to the program of the closing session.

Mr. Le Gallais feels that it would be desirable for the speakers at the final session to represent the great powers, as is normal in international conferences. As a possible alternative he suggests the Presidents of all four Commissions and not Field Marshal Smuts alone.

Mr. Fraser suggests two alternatives. If President Truman and he alone speaks everybody would be entirely satisfied. Otherwise, Mr. Fraser feels there must be representatives from other parts of the world, including necessarily Latin America, China, and Russia.

Mr. Fraser raised one question which he asked that attention might specifically be given. If Field Marshal Smuts, who is the representative of the junior dominion, is to be asked to speak, the British delegations should all be consulted.

June 8, 1945

Mr. Gilchrist:

I have inquired of Mr. Hasan Saka as to his views with respect to the program of the final plenary session. It is Mr. Saka's view that there should be two speakers representing the smaller powers instead of one. In other respects, he has no comment to make.

William A. Brown, Jr.

June 8, 1945

Mr. Rothwell:

Attached you will find the reports of the secretaries of Commission II with respect to the program of the final plenary session and a communication from Mr. Gilchrist with respect to Commission II as a whole.

Frank Kidner

(424)
THE UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

June 6, 1945

Executive Secretary:

It seems to me that the collaboration of Executive Officers or secretaries with the Coordination Committee could be improved for the benefit of all concerned if:

- 1) At least two and preferably more copies of the bound volume used by the members of the Coordination Committee could be made available to each commission group so that the Executive Officers or secretaries would have in their hands exactly the same documents that members of the Coordination Committee have before them. Martin Hill has let us have one copy of this bound volume.
- 2) Suitable advance notice, at least two or three hours, could be given to Executive Officers that they or their secretaries will be required at meetings of the Coordination Committee. It is understood that efforts are now being made so that the Coordination Committee will consider at one and the same time sections or paragraphs coming from the same committee, instead of skipping around as they have done in the past.
- 3) A definite place at the table could be kept for the Executive Officer or the committee secretary who is present for consultation on texts before the Coordination Committee. It is not altogether satisfactory for Executive Officers and secretaries who may be in back of the room to follow exactly what is going on at the table. If the Coordination Committee wishes assistance from Executive Officers or secretaries, it would seem appropriate that the latter be put in a position which facilitates collaboration.

Huntington Gilchrist

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June 6, 1945

Executive Secretary:

The rapporteur and the assistant secretary general of Commission II believe that speeches at the final plenary session should be strictly limited and they would be satisfied if Mr. Stettinius and Field Marshal Smuts make the only speeches.

In the Commission II secretariat, there is a general feeling that Field Marshal Smuts has perhaps played somewhat too prominent a role as the spokesman for the middle and smaller states. It may not be possible, of course, to reconsider this point so far as the planning of the final plenary session is concerned, but we believe that it might be kept in mind generally.

Huntington Gilchrist

June 4, 1945

Executive Secretary:

I understand that certain representatives of the national D.A.R. are now attending committee meetings. In view of the restrictions which have been placed upon attendance at meetings and upon the circulation of documents which ^{are} available in committee rooms, this strikes me rather odd at first glance. It also seems to me that in view of this situation, it would be very useful if executive officers and secretaries could have some guidance as to the character of the individuals who are allowed access to committee meetings.

Huntington Gilchrist

file
June 2, 1945

MEMORANDUM FOR MR. ROTHWELL

The problem of making sure that Committees, Commissions and Plenary Sessions receive accurate French or English translations will become more and more acute, I believe, as the work of the conference progresses towards its peak.

Today there was an important inadequate translation in French of a three line text on a question which had been debated at length in Committee II/3/A and Committee II/3. This three line text met with everyones approval in English and no one raised the question of the bad French translation when it was adopted in the Committee. This will, of course, have to be cleared up afterwards but situations like this may prove extremely acute and even dangerous if they recur.

Would it still be possible to consider setting up a top English-French coordination control for important texts now going through the conference at various stages? This would save time of Technical Committees, Sub-Committees and the Coordination Committee I believe. Possibly, as Committee work is now somewhat less than it was at the peak, staff could be allocated for this purpose.

In the meantime, and in any case, I think it might be suggested generally to Committee and Commission Secretariats that one member of each Committee or Commission staff be assigned a special job of checking the accuracy of translations for his or her Committee or Commission.

Huntington Gilchrist

cc: Executive Officers

file

June 2, 1945

Mr. Rothwell: "new"

A number of ^{new} proposals from delegations have been circulated to Committee II/2 for its information on the understanding that the delegations would not expect any action by the committee. These included proposals from France (intellectual cooperation), Greece (reconstruction) and others from Venezuela and Panama.

These proposals were not submitted to the Executive Committee as new proposals in view of the understanding with the delegations concerned as mentioned.

It has been requested in certain of these cases that the Rapporteur's report from the committee make mention of the views of the committee on these proposals, but the chairman is not in favor of this and I think his position is sound. It occurred to me that this question might be one of general interest to other commission groups.

Huntington Gilchrist

cc: Executive Officers

May 31, 1945

MEMORANDUM FOR MR. ROTHWELL

Mr. Eugene Staley, Secretary of Committee II/2, who was loaned to the conference by the School of Advanced International Studies of Washington, D. C., is required to be in Washington no later than the morning of June 4th.

Mr. Staley's duties in Washington are associated with completion of contracts with the United States Army Air Force and his institution found it possible to release him only upon the assumption that he would return to Washington upon 3 weeks of the date of his departure. Four weeks have now elapsed and it is of the most urgent importance that he return at once.

Provisions for the completion of his work at the conference have been undertaken and we believe can successfully be concluded. Mr. Staley should leave by plane no later than Saturday evening.

Frank L. Kidner

May 31, 1945

MEMORANDUM FOR MR. ROTHWELL

Mr. Arthur Smithies, Assistant Secretary, Committee II/3 has been urgently requested to return to his office in the Bureau of the Budget, to arrive no later than Monday morning, June 4th. Mr. Smithies has been informed by phone and telegram that his presence is urgently required by the business of the Bureau of Budget and, in particular, his services are required at Committee meetings to be held on Monday.

The Executive Officer of Commission II feels, under the circumstances, that Mr. Smithies should be released and that all possible effort should be exerted to secure an airplane priority in order that he may remain at the conference at the latest possible moment. May I ask that you inform me or Mr. Gilchrist at your earliest convenience in order that Mr. Smithies may communicate with his office in Washington.

Frank L. Kidner

May 28, 1945

file

Mr. Rothwell:

I thought you might be interested in the attached sheets which have been used in our Commission group to record the progress of the various paragraphs or sentences as they pass from one stage of consideration or action to another. These are brought up to date the first thing every morning, a separate collection of sheets being used for each committee.

Huntington Gilchrist

May 28, 1945

MEMORANDUM FOR MR. ROTHWELL

The Executive Officers have asked me to call your attention in writing to a problem we have discussed with you upon several occasions, to wit the importance of assuring the provision of tickets before the final Plenary sessions to the Commission and Committee Secretariat.

The Executive Officers are fully aware of the enormous demand for tickets which will be presented to the conference officials as a consequence of the President's visit and as a consequence of the importance of the conference itself. The Executive Officers feel, however, that the commission and committee secretariat in general have served during the period of the conference with a considerable degree of devotion and it would appear that a very high priority might be accorded the request of the Executive Officers for tickets for this group. May we ask that it be given your attention.

Frank L. Kidner

MEMORANDUM

May 25, 1945

Rec'd th
27 -

To: Mr. Gilchrist

From: Mr. Rothwell

ER

NY

I concur with the suggestions made by Mr. Padelford on the question of advisory opinions, and suggest that you proceed to distribute the British memorandum to Committee II/1 in accordance with your proposal on May 22.

ER:ns

*Extra
copy*

May 25, 1945

Executive Secretary:

A memorandum from the Delegation of Venezuela on Educational, Social, Cultural and Intellectual Cooperation has just been received and requested for circulation to Committee II/3.

This provides specifically for an amendment to the Dumbarton Oaks proposals for the purpose of setting up an International Institute for Educational, Social, Cultural and Intellectual Cooperation.

This general subject has been under discussion, of course, in Committee II/3 but the Venezuela proposal is new and more specific and detailed than other proposals in this field which are before the Committee. Copy is attached hereto.

It does not seem to me that this should be circulated at this date unless a definite understanding is reached with Venezuela as with France today that the Venezuela Delegation would not press for action on this paper but would be content with a note in the record in regard to their proposal. An effort will be made to work the matter out with them along these lines tomorrow morning, otherwise, I think it will have to go to the Executive Committee for clearance.

Please let me know if you have other views.

Huntington Gilchrist

H. Gilchrist
Mr. Kidner

May 24, 1945

MEMORANDUM FOR MR. ROTHWELL

It would now appear that considerable business from Committee II/1 will be ready for a Commission session on Monday or Tuesday of next week but that very little business from any of the other Committees in the Commission II group will be ready for the Commission until the second half of the week.

Huntington Gilchrist

cc: Mr. Brown
Mr. Staley
Mr. Gideonse
Mr. Chase

File

May 23, 1945

MEMORANDUM FOR THE EXECUTIVE SECRETARY

Attached hereto is a proposed exchange of letters between the Chairman of Committee II/2 and the Chairman of the Steering Committee of the Conference in regard to a question of jurisdiction of Committee II/2 over the question of revision of treaties.

The provision as set forth in this exchange of letters seems clear and could ordinarily be handled by the Executive Officers and Secretaries of Committees concerned. In this case, however, the Chairman of Committee II/2 feels that he would have difficulty in persuading some of the members of his committee that this view is correct on account of information which they have had (erroneous though it is) on action taken in other Committees. The Chairman of Committee II/2 would, therefore, like to have a letter from the Chairman of the Steering Committee along the lines here suggested.

On the assumption that this exchange of letters is not open to objection, the signature of the Chairman of Committee II/2 will be obtained ~~earlier~~ on Thursday and the original of this letter forwarded to you promptly. The reply along the lines suggested from Mr. Stettinius or his substitute might then be returned to the Chairman of Committee II/2 through this office and the Secretary of the Committee.

Huntington Gilchrist

cc: Mr. Staley

N O T I C E

23 May, 1945

To: Executive and Assistant Executive Officers
of Commissions and Secretaries of Committees

From: The Executive Secretary

There will be a special meeting at 2:00 p.m.
today, 23 May, of Executive and Assistant Executive
Officers of Commissions and Secretaries of Com-
mittees in the Office of the Executive Secretary,
Room 403, Veterans Building.

May 22, 1945

file *K*

To: Mr. Rothwell

Subject: British inquiry regarding request
for advisory opinions by
international agencies.

Mr. Padelford has reviewed this subject
fully in his memorandum to you today in
which I concur.

It seems to me that, if you agree,
the British memorandum should be circu-
lated at once for consideration by
Committee II/1. Will you please advise
me so that the necessary action may be
taken.

Huntington Gilchrist

cc: Mr. Padelford

Mr. Brown

File

May 22, 1945

Executive secretary:

Subject: Recommendation from the French Delegation
on Cultural Cooperation

Attached hereto is a copy of a recommendation from the French Delegation on cultural cooperation which it is the desire of that Delegation to present to Committee II/3.

The recommendation has somewhat the form of a resolution as it was originally drafted as such, but I believe that the French are not particularly interested in the question of form in this case.

The first point, of course, is whether this is a new proposal. The French contend that it is not as the question of cultural cooperation has been before the Conference all along. I understand that this point has already been discussed with Mr. Alger Hiss and I have been informed by Mr. Valensi that Mr. Hiss is of the opinion this is ~~a~~ ^{not} new proposal and that he is agreeable to the following procedure:

1. That this recommendation, or some redraft thereof, could be appropriately presented to Committee II/3 and incorporated in the records of that committee and in the report of its rapporteur to Commission II.

2. That the procedure outlined in the preceding paragraph would not be open to objection on the understanding that the French would not ask for any decision by the committee on the matter.

The recommendation is so precise on a special point, that is the convening of an international conference, that some governments might contend that this is a new proposal.

Although Mr. Valensi has stated that the French Delegation does not expect any affirmative action on this matter, he did intimate to me that they would like to have tacit approval from the committee. This is perhaps another reason for suggesting that clearance should be obtained through the Executive Committee; i.e., acceptance of this recommendation as a new proposal. This might avoid debate on the point in the committee.

No doubt you will advise what the Secretary General's views are on this point so that there may be no misunderstanding either with the French or on the part of the Chairman of Committee II/3 in so far as it may seem

-2-

advisable to give him guidance from the Secretariat.

Huntington Gilchrist

cc: Mr. Gideonse

RECOMMENDATION
PROPOSED BY
THE FRENCH DELEGATION ON CULTURAL COOPERATION

WHEREAS

- peace between the Nations, to be sure and lasting, must be founded on mutual understanding and knowledge;

- it is the duty of the United Nations to the best of their ability to ensure access for all to the field of culture, and to develop through the perfecting of methods of education and instruction the capacity of individuals to become good citizens of their country and of the world, as well as to know and understand one another both inside their own country and from nation to nation;

- the United Nations should apply themselves to facilitating through international cooperation the progress of Letters, the Arts, and research in every branch of learning, and should likewise ensure the widest possible circulation for the results of this work by calling upon every means of modern technique;

- it is in the interests of the United Nations, and it is also their duty, to facilitate by every means in their power the exchange and circulation of information and documents concerning their national activities;

The Delegations taking part into the San Francisco Conference

recommend that the Member Governments should convene within the next few months a General Conference to draw up the Statute of an International Organization on Cultural Cooperation. All Governments members of the United Nations should be invited to take part in this Conference, in which the existing International Organizations specialised in the study of the same problems should participate in an advisory capacity.

M^r Gilchrist -

from M^r Valenti -

RECOMMENDATION
PROPOSED BY
THE FRENCH DELEGATION ON CULTURAL COOPERATION

WHEREAS

- peace between the Nations, to be sure and lasting, must be founded on mutual understanding and knowledge;

- it is the duty of the United Nations to the best of their ability to ensure access for all to the field of culture, and to develop through the perfecting of methods of education and instruction the capacity of individuals to become good citizens of their country and of the world, as well as to know and understand one another both inside their own country and from nation to nation;

- the United Nations should apply themselves to facilitating through international cooperation the progress of Letters, the Arts, and research in every branch of learning, and should likewise ensure the widest possible circulation for the results of this work by calling upon every means of modern technique;

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The Delegations taking part into the San Francisco Conference

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May 22, 1945

MEMORANDUM FOR MR. ROTHWELL

Supplementing my memorandum earlier this evening it now appears that Committee II/3 will not have any business ready for a Commission session this week. The reopening by the United States of the Text of Section A, 1 of Chapter IX has put back the work of this Committee by at least two days.

Huntington Gilchrist

May 22, 1945

file

To: Mr. Rothwell

Subject: British inquiry regarding request
for advisory opinions by
international agencies.

Mr. Padelford has reviewed this subject
fully in his memorandum to you today in
which I concur.

It seems to me that, if you agree,
the British memorandum should be circu-
lated at once for consideration by
Committee II/1. Will you please advise
me so that the necessary action may be
taken.

Huntington Gilchrist

cc: Mr. Padelford

Mr. Brown

May 22, 1945

MEMORANDUM FOR MR. ROTHWELL

As a result of a canvass just made, it seems clear that no business from Committee II/1 will be ready for the Commission this week but almost all of that Committee's business would be ready for a Commission session on Monday or Tuesday.

It is very doubtful whether any business from Committee II/2 would be ready for a Commission meeting this week although there is a bare possibility that some items might be ready at the very end of the week. How soon the position will be clear it is now impossible to say and I think that business with this Committee should not be counted upon for a Commission session this week.

No business from Committee II/4 will be ready for the Commission this week and I will advise you later as regards Committee II/3.

Huntington Gilchrist

cc - Mr Brown
Mr Haley
Mr Chase
Mr Bidwong

file

May 21, 1945

Executive Secretary:

Reference has been made in the past at times to the undesirability of circulating anonymous documents. Document #468 comes to my attention this morning - no doubt as a result of some slip in processing - as it does not indicate origin. I mention this as the point may possibly have not come to your attention.

Huntington Gilchrist

cc: Executive Officers

file

May 21, 1945

Mr. Rothwell:

During the last day or two French steno-typists have appeared in certain committees in my Commission and perhaps in others. I have not been able to determine on what authority they have been present. The Secretaries of these committees do not appear to know.

As some arrangements may have been made by either you, your office or at least with your knowledge, would you please advise me what the position is and whether or not any action should be taken by us or by others.

Huntington Gilchrist

2814
May 18, 1945

Executive Secretary:

The Executive Officers understand that meetings of Commission Presidents have been called recently to consider certain matters in regard to the work of the Commissions and their Committees.

In order that the Executive Officers may most effectively carry out their responsibilities, they feel that they should attend such meetings. This would assure the maintenance of that relationship between the President of the Commission and his Executive Officer which is important for the smooth coordination of Commission and Committee work.

This point may not have occurred to you and, in the interest of success in the task, we feel that we should perhaps bring it to your attention in case such meetings are held again in the future.

Malcolm Davis

Huntington Gilchrist

Grayson Kirk

N. J. Padelford

Mr. Huntington Gilbert
13

MEMORANDUM

May 17, 1945

TO: Executive Officers of Commissions

FROM: Executive Secretary

ER

The following comment from Mr. Hiss is sent along to you for your information:

The Belgium Delegation has pointed out that a number of amendments have been withdrawn on the strength of an interim statement made by a delegate of one of the sponsoring powers. Mr. Hiss believes that official cognizance should be taken of the withdrawal of amendments, when announced, and that reference to these withdrawals should be included in the reports of the Rapporteurs of Committees to Commissions. Mr. Hiss suggests that this idea might be passed along to Committee Chairmen and Rapporteurs.

JCDreier:ns

MEMORANDUM

May 17, 1945

*Mr. Gilchrist -
We discussed this
the other day. but
I neglected to give
you a copy.*

E R

TO: Mr. Huntington Gilchrist
FROM: Easton Rothwell

The following comments received from Mr. Hiss' office are passed along to you for your information:

(1) Mr Hiss noted that there is some discussion in Committee II/1 regarding the budget of the organization. The present plan, which Mr. Hiss believes to be the most desirable, is to restrict discussion in regard to the budget of the international organization to a minimum and to general aspects only. It would seem best to have no decisions made on this subject at the Conference, but to leave the matter in the hands of the interim commission which would report to the first meeting of the Assembly. Mr. Hiss thought that the Executive Officers were aware of this policy, but wanted to make sure that an understanding of it went down the line so that the subject of the budget does not appear on an agenda.

(2) Referring to a report regarding a discussion of ILO relationships in Committee II/3, Mr. Hiss commented that under the general policy of not pre-judging the organization itself, it would be best to avoid trying to settle relationships with the ILO here, and leave the matter to future negotiation with the ILO.

MEMORANDUM

May 12, 1945

TO: Mr. Malcolm Davis
FROM: Easton Rothwell

Mr. Hiss has suggested to me that it would be advisable if each Committee Secretary familiarize himself thoroughly with the contents of Document 31, Organization of the Conference, and Document 177, The Rules of Procedure Approved by the Steering Committee. I understand that the Secretaries are taking these documents into the Committee meetings with them for reference, but a thorough knowledge of them would enable the Secretary concerned to make suggestion to his Chairman when the Committee in its discussion is deviating from the accepted rules of the Conference. There have been instances of such deviations in the last week which might have been avoided had the approved rules been called to the attention of the Chairman.

cc - Mr. Kirk
Mr. Gilchrist ✓
Mr. Padelford
Mr. Dreier
Mr. Stewart

ER:lml

May 11, 1945

Executive Secretary:

A representative of the Norwegian Delegation delivered the attached "Draft Resolution on the cooperation between the United Nations Organization and Specialized International Organizations Active in the Economic, Social and Cultural Fields" to the secretary of Committee II/3 today with an official request that this be presented to the conference in whatever way ~~it~~ may be most appropriate.

This would appear to be a new question which would require the approval of the Executive Committee before it could be placed on the Agenda of the conference. It is, therefore, transmitted to you for submission to the Secretary General for this purpose, following the Rules of Procedure of the conference.

Huntington Gilchrist

cc: Mr. Gideonse

THE UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

May 11, 1945

To: Mr. Rothwell

From: Mr. Kidner

Attached is an Organization Chart on which corrections have been noted.

Mr. Malcolm Davis feels very strongly that the corrections should be made on an amended form.

Mr. S

May 11, 1945

Mr. Rothwell:

Now that action is being taken in the committees on paragraphs of the Dumbarton Oaks text the following suggestions occur to me:

1) that the summary reports should in all cases indicate the vote taken on the Dumbarton Oaks text or proposed amendments thereof, and
2) that as each paragraph of the Dumbarton Oaks text is finally dealt with (or any insertions to be made therein) the exact text as approved by the committee should be produced in a new document series for the convenience of a) the committee concerned, b) the delegation concerned and c) the Executive, Coordinating and new Jurists drafting committees even though the committee concerned may decide not to report to the Executive Committee paragraph by paragraph.

Huntington Gilchrist

cc: Executive Officers

Mr. E
May 11, 1945

Mr. Rothwell:

As you and others have pointed out, it is important to have summary records and documents of the Steering Committee available promptly. This applies also to the Executive Committee and will no doubt apply equally or nearly so to the Coordination Committee and perhaps to the Jurists drafting committee.

Lately, there seems to be a delay in the production and distribution of these documents including, for instance, the very important Rules of Procedure. It would, I believe, be very helpful if something appropriate could be done to take care of this situation.

Huntington Gilchrist

May 11, 1945

Mr. S
file

Mr. Rothwell:

As I recall, it was decided some time ago that summary reports of meetings would be considered as final unless corrections were sent in within 24 hours and that subsequently notices would be circulated indicating a) whether the minutes as originally circulated had become final or b) whether corrections had been received, what those corrections were and therefore what the final record was.

The Executive Officers have not, I think, as yet received any such notices. In order that we may know what the final position is with respect to the records, it would be helpful to have some guidance from you as to the position.

Huntington Gilchrist

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May 10, 1945

MEMORANDUM FOR MR. ROTHWELL

Some confusion exists I think as to procedure in regard to the handling of proposals and amendments in the committees.

The 500 page volume contains hundreds of amendments and proposals formally presented by 43 governments.

Some delegates contend that proposals and amendments contained in these 500 pages remain officially on the agenda of the appropriate committees until they have been accepted by the committees or withdrawn by the delegation concerned. If this is the correct view, a large amount of routine on procedure would appear to be involved before the slate can be cleared.

Another possible view would appear to be that a committee need not discuss or take action on any proposal and amendment unless such proposal or amendment is officially proposed for adoption by the delegation concerned in the committee itself. If this procedure is adopted, many delegations may not wish to put forward the proposals or amendments they have presented in writing either because the point is covered in other amendments or because they do not wish to push the matter.

Of course, if any general method of screening is adopted, this matter would probably be taken care of, but it may be wise to give some consideration to the question raised above in order to clarify the position as it exists now.

Huntington Gilchrist

cc: Executive Officers

May 9, 1945

Mr. Rothwell:

Once again this morning my secretary telephoned for a car and was told that I personally had to ask for it.

Mr. Brown, Secretary of Committee II/1, asked for a car and was told that he was not authorized to obtain one.

I think I have written on both these matters recently. You will, I am sure, agree that the situation demands immediate action.

Huntington Gilchrist

cc: Executive Officers

MEMORANDUM

May 8, 1945

TO: The Executive Officers and
Secretaries of Committees

FROM: The Executive Secretary

SUGGESTIONS FOR UNIFORMITY IN THE
REPORTING OF COMMITTEE MEETINGS

During the past week we have made considerable progress toward uniformity in the reporting of Committee meetings. The following minor suggestions are offered in regard to form in which summary reports and Précis should be written:

(1) The summary report should have topic headings for the various matters considered. The topic headings should be numbered (Arabic numerals) and should have lower case type underlined. Decisions should be indented and the record of the decision underlined. Thus the form might be, for example, as follows:

SUMMARY REPORT OF THE SECOND MEETING OF COMMITTEE II/2

Veterans Building, Room 314, May 7, 1945, 10:30 a.m.

The second meeting of the Committee was opened by the chairman at 10:30 a.m.

. . .

1. Announcements and Report by Secretary.

. . .

2. Discussion of Paragraph 1 of Section B, Chapter V.

. . .

3. Organization of Future Work.

. . .

Decision: It was agreed that the Chairman, Rapporteur, and Committee Secretary undertake the work of organization of the various proposals in regard to the Committee work.

(2) Meetings of subcommittees should not be reported separately, but one of the topic headings of the report of the Committee might, where desirable, include a statement of the work and recommendations of the subcommittees.

(3) The Précis should be written in complete sentences and should summarize as concisely as possible the summary report.

(4) In addition to the summary report and the Précis, a brief statement should also be prepared for use in the Journal. This should be approved by the Executive Officer or Assistant Executive Officer and by the Chairman of the Committee, and should be prepared with special care with a view to its possible use for the press. Two copies should accompany the summary report and the Précis.

(5) The summary report and Précis must be approved by, and bear the initial of, the Executive Officer or the Assistant Executive Officer, who has the responsibility of correcting or revising these documents as to both form and content.

(6) The Committee Secretary is responsible for obtaining this approval of the Executive Officer or Assistant Executive Officer, for making out the job jacket, and for clearing through the Office of the Executive Secretary.

(7) Verbatim transcripts should be deposited with the office of the Executive Secretary not later than the day following the meeting reported.

May 8, 1945

TO: Executive Secretaries
FROM: Executive Officers and Assistant Executive Officers
SUBJECT: CERTAIN PROCEDURAL MATTERS

1. Stenographic service.

The Executive Officers and their staffs are aware of the acute shortage of stenographic assistance and are in sympathy with the efforts being made to correct this obviously difficult situation. The Executive Officers assume that the arrangement suggested in the memorandum to Mr. Roland, in which it was set forth that a stenographer on the day shift and a stenographer on the night shift should be assigned to each committee secretary, is to be observed as soon as the availability of personnel makes it possible. It is understood in the interim that such stenographic service as is required will be requested of the supervisors of the stenographic section by the secretary of a committee or one of his assistants. The Executive Officers assume responsibility to assure that no requests for stenographic service which duplicate each other will be made by their staffs.

2. Processing and distribution of committee and commission documents.

In accordance with the memorandum currently being circulated by Mr. Stewart, the Executive Officers and their assistants assume responsibility for the form and content of commission and committee documents. They assume responsibility moreover for all instructions appearing upon the job jacket including translation requirements, regular distribution requirements and special distribution requirements. Job jackets when submitted to the office of the Executive Secretary will have been initialled by the Executive Officer or his assistant.

3. Document distribution.

The Executive Officers assume that the arrangements made with Mr. Layman with regard to regular secretariat document distribution remain in effect, to wit, it is assumed that Mr. Layman will deposit the required number of copies (as set forth in our memorandum to Mr. Layman) in each of the commission boxes as the documents come to him. They will be picked up by the Assistant Executive Officer or the clerk stenographer assigned to the commission by the Executive Officer. With respect to additional distribution of documents previously distributed, the following procedures will be observed:

- a. The secretaries will attempt to determine the documents and the number of copies which will be required for a committee meeting on the day prior to that meeting and will seek to obtain the documents through the Executive Office.
- b. With respect to documents required during the course of a committee meeting, the need for which could not be anticipated, the Secretary or his assistant will phone Colonel Burgess, Miss Flugel or Mr. Graham, and one of the latter group will obtain the documents at once and dispatch them by messenger to the committee room.

4. The provision of interpreters and reporters.

The services of interpreters and reporters for committee meetings will be provided through the office of the Officer of the Day or his representative. The need for interpreters and reporters as well as all other requirements of the committee meeting will be made clear to the Officer of the Day in routine conferences.

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MEMORANDUM

*circulate to
Executive
Officers
Rothwell*

May 8, 1945

Comm ✓
SK *III*
nl *IV*
HK *II*

To: Mr. Gilchrist

From: Easton Rothwell
E.R.

In reply to your memorandum of May 6, 1945, please be advised that there will not be a circulation of other than clearly official Conference papers, unless a sufficient number of copies are furnished the Documents Distribution Officer. The facilities of the stencilling, mimeographing, duplicating, and distributing sections of the Editing and Processing Branch of this office are overtaxed with the important official work of the Conference.

The type of paper mentioned in paragraph 2 of your memorandum should be available in the Library or Reference Room; if sufficient copies of such a paper cannot be obtained from the Library or Reference Room and are definitely required for use in a Committee meeting, this office will make them, or the necessary excerpts from them, available on request.

cc: Mr. Padelford
Mr. Davis
Mr. Kirk

JAS:mf

May 6, 1945

MR. ROTHWELL:

Copies to other Executive Officers.

Mr. Hiss stated in the meeting yesterday that papers such as Article 22 of the Covenant of the League of Nations should not be prepared for circulation in this Conference unless they bore an official Conference document number and were circulated with some clear indication as to the source, the authority for circulation, etc. This, at least, was what I understood from Mr. Hiss' remarks on the subject.

In our Commission Secretariat we have been preparing lists of auxiliary documents such as the Covenant of the League of Nations, the Atlantic Charter, the Bretton Woods Agreements, etc., to which reference might presumably be made in one of our committees and in the Commission. We have also made inquiry as to the availability of a supply of such documents in case there should be a demand for them in a committee meeting.

Am I to understand that this should not be done, and that no such supply of documents of this character should be provided in advance in committee rooms, and that if requests are made therefor the documents should only be obtained at the time and then only circulated with a covering memorandum, officially numbered, and routed through the full Conference documentation procedure?

Personally, I feel that this is hardly necessary in the case of the type of document mentioned above. This would seem quite different from circulation by the Conference of copies of commercial advertisements on world peace, or even the "Declarations of the World Trade Union Conference", which have no official international governmental standing, so far as I know. If regulations have been adopted for the circulation to the Conference of other than clearly official Conference papers, I believe it would be useful to circulate such regulations to the executive officers.

Huntington Gilchrist

cc: Mr. Kidner

May 8, 1945

Easton -

In view of the proceedings at the Steering Committee this afternoon, I think it is ~~is~~^{now} more important that the invitations should be circulated as proposed in my memorandum of yesterday.

Huntington Gilchrist