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Ch. 5

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UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION
1344 Connecticut Avenue
Washington, D. C.

Mr. Hugh Jackson
Balkans

13 February 1945

TO: All Bureau Heads and Division Chiefs
FROM: George Xanthaky
SUBJECT: Directives for the Greek and Balkan Mission

I am transmitting herewith copies of the Greek and Balkan Mission Directives which were signed on the 8th of February by the Director General.

6 February 1945

To: Chief, UNRRA Balkan Mission

From: Herbert H. Lehman, Director General of UNRRA

Subject: Directive relating to the Purpose and Scope of the UNRRA Balkan Mission, its Relation to the Country Missions, and its Disestablishment.

I. PURPOSE AND SCOPE OF MISSION

- A. The Balkan Mission shall be directly responsible for the following activities in the Middle East;
- (a) Administration of the Middle East camps.
 - (b) Supervision and coordination of displaced persons operations including repatriation of displaced persons from East Africa, Iran and India.
 - (c) Procurement functions assigned in the Middle East.
- B. It is intended that the Balkan Mission shall be disestablished at the earliest possible date and in any event not later than two months after the entry of the last of the three country missions into the country in which it is to operate.
- C. Pending disestablishment, the Balkan Mission shall be responsible for supervising and for providing general guidance and assistance to the Greek, Yugoslav and Albanian country missions, in accordance with the following provisions.

II. OFFICE OF THE CHIEF OF BALKAN MISSION

A. Chief of Balkan Mission

The Chief of the Balkan Mission shall, with respect to the Balkan Mission, be the ranking UNRRA official and shall have the following powers and duties:

1. General

He shall exercise active control and supervision of the Administration of the functions outlined in section I, paragraph

Note: The term Balkan Mission, as used in this directive, does not embrace individual country missions but is restricted to the overall Mission.

A. He shall provide general guidance and assistance in the organization of the country missions. He shall coordinate and supervise the activities of the several divisions and offices of the Balkan Mission for the purposes mentioned herein.

2. Location of Headquarters

If it should be decided that it is desirable to establish temporary quarters on the European continent, he shall also establish a rear echelon of the Balkan Mission in Cairo for the purpose of carrying out the functions outlined in Section I, paragraph A. The Balkan Mission rear echelon will continue to report to the Balkan Mission headquarters office after the establishment of the latter on the European continent.

3. Programs

He shall, within the framework of policy instructions set forth in this and such additional policy directives as may from time to time be issued by UNRRA Headquarters, have authority to adjust programs and direct the use of supply resources of the Balkan Mission in such manner as in his judgment will result in the most effective utilization thereof.

4. Organization

He shall, within the framework of instructions from headquarters, organize the Mission in the interests of effective operation.

5. Personnel

(a) He shall have authority to assign, transfer, detail and direct the utilization and detail of personnel among the several bureaus, divisions and offices of the Balkan Mission and to transfer personnel among the several country missions, as he deems necessary. All personnel of the Balkan Mission shall be administratively responsible to him. He shall, in accordance with Headquarters regulations, have power to dismiss any employee when, in his judgment, such action is in the best interests of the Administration.

(b) He shall, in accordance with Headquarters personnel policy, and within the budgetary limitations approved by Headquarters, have authority to appoint personnel. Such appointments shall require the approval of UNRRA Headquarters only if at an annual salary of \$5,000 or more. In the event that local personnel are appointed to budgeted positions, such personnel shall in all cases be paid in local currency at the scale of wages prevailing in the country.

6. Budgets

He shall, from time to time, prepare budgets for all operations of the Balkan Mission which budgets, after review and

approval of Headquarters, shall become the authority to the Chief of the Balkan Mission to take action and conduct operations within the scope of the budgets so approved.

7. Relations with Local Authorities and with Intergovernmental Agencies

He shall be responsible also for liaison with all local authorities and governments and with representatives of intergovernmental agencies and the military authorities in countries other than those to which a country mission has been sent.

8. Authority to Negotiate and Contract

(a) Except as to countries to which a country mission has been sent, the Chief of Mission may negotiate any basic agreement relating to UNRRA operations with the Government and other authorities. He is authorized to sign the final text of such agreement on behalf of the Director General, upon receipt by him of authority from the Director General. In addition, he shall negotiate such changes or modifications to such agreements as may from time to time be necessary, such changes and modifications to be subject, however, to prior approval by the Director General.

(b) In addition to the power conferred in paragraph (a) above he shall have power, on behalf of the Administration, to negotiate and execute all other contracts necessary for the prosecution of the Balkan Mission operations.

9. Authority to Incur Indebtedness

(a) Within the limitations of approved budgets and available funds, he shall have power on behalf of the Administration to incur indebtedness and to obligate and expend the funds of the Administration for the purpose of UNRRA operations assigned to the Balkan Mission.

(b) Subject to the rules and regulations established by the Treasurer, he is hereby authorized to open, operate and manage, in the name of the Balkan Mission, such accounts in banks or other credit institutions as he deems necessary, and to delegate to staff members of the Balkan Mission such part of his authority as he shall find necessary or desirable.

10. Delegation of Powers

He shall have the power to delegate to staff members of the Balkan Mission such office powers, duties, and responsibilities as he may deem necessary.

B. Senior Deputy Chief of Balkan Mission

1. The Senior Deputy Chief of Mission shall be the second ranking official of the Mission. He will serve as the executive officer of the Mission. He will act as Chief of Mission in the absence of the Chief.

III. RELATIONS OF BALKAN MISSION WITH HEADQUARTERS

The Chief of the Balkan Mission shall report to the Director General through the Deputy Director General for Areas in Washington.

IV. RELATIONS OF BALKAN MISSION WITH COUNTRY MISSIONS

Pending the disestablishment of the Balkan Mission the relations of the Chief of the Balkan Mission with the chiefs of the Greek, Yugoslav and Albanian Missions shall be as follows:

1. The Chiefs of the country missions shall report to Headquarters through the Chief of the Balkan Mission.
2. The Balkan Mission will provide general guidance and assistance to the country missions which will be under its supervision.

V. COMMUNICATIONS PROCEDURE

Pending the disestablishment of the Balkan Mission the following communications procedures shall be observed:

A. From the Country Missions and the Balkan Mission to UNRRA Headquarters

1. All communications relating to the business of the country missions shall be transmitted to the Chief of the Balkan Mission by the Mission Chief. The heads of the several bureaus and divisions of the country missions and the Balkan Mission may, as necessity requires, transmit communications concerning their respective bureaus and divisions, but such communications will channel through the Chief of the country mission and the Balkan Mission respectively, who may make such comments as deemed necessary.
2. The country missions shall send directly to Headquarters and ERO concurrently with their dispatch to the Balkan Mission, copies of (a) reports, and (b) such other communications about which the Chief of the country mission thinks Headquarters and ERO should be promptly informed.
3. All communications transmitted to Headquarters shall be addressed to the Deputy Director General in charge of the Bureau of Areas and upon receipt at Headquarters will be channeled through

the Southern European Division to the Deputy Director General for Areas for necessary action by the appropriate Headquarters bureaus and divisions.

B. To the Country Missions and the Balkan Mission from UNRRA Headquarters

1. Communications to the country missions and to the Balkan Mission will be addressed to the Chief of the Country Missions and the Balkan Mission respectively and will be channeled through the Southern European Division to the Deputy Director General for Areas, and will be transmitted by him to the Chief of the Balkan Mission for forwarding to the country missions.
2. The Chiefs of the several divisions in Washington may transmit communications for their respective divisions in the country missions and the Balkan Mission. The procedure for transmission shall be as provided in paragraph 1 above.
3. Headquarters may send directly to the Chief of the country missions, concurrently with their transmission to the Chief of the Balkan Mission, copies of any communications about which it thinks the Chief of the country mission should be promptly informed. In urgent case, Headquarters may communicate with the Chief of the country mission for the purpose of requesting direct and immediate action by him on the subject matter of the communication; and a copy of any such communication shall be sent to the Chief of the Balkan Mission for his comments and recommendations.
4. In order to facilitate the ultimate transfer of supervisory responsibility for the country missions from Washington headquarters to ERO copies of all communications between the Balkan Mission and Washington headquarters shall be furnished to ERO for its information by the transmitting office. Copies so transmitted to the ERO shall be addressed to the Deputy Director General in charge of Operations. In order to minimize the transmission of unimportant documents, ERO, on the basis of experience, will notify the Balkan Mission of the several types of documents which are not essential and which should not be automatically forwarded by the mission to ERO.

C. Communications between the Balkan Mission and ERO

1. Communications between the Balkan Mission and ERO shall be addressed to and shall be channeled through the Chief of the Balkan Mission and the Deputy Director General in charge of Operations, respectively. Copies of all communications between the Balkan Mission and the ERO shall be sent directly to Washington headquarters. In order to minimize the transmission of unimportant documents, Washington, on the basis of experience, will notify the Balkan Mission of the several types of documents which are not essential and which should not be automatically forwarded by the Mission to Washington.

VI. DISESTABLISHMENT OF BALKAN MISSION

A. Effective Date

1. All of the powers, functions, and duties of the Balkan Mission

set forth in Section I, paragraph C and Section IV shall be terminated upon the disestablishment of the Balkan Mission.

B. Steps to be taken for disestablishment

1. To achieve this objective as soon as possible, the major function of the Balkan Mission is to complete the organization of the Greek, Yugoslav and Albanian missions in cooperation with the Chiefs of those missions so that each mission is capable of functioning immediately on invitation by the appropriate government.
2. The Chief of the Balkan Mission and his associates shall visit the various country missions frequently during the current period.
3. The staff of the Balkan Mission shall be reduced to the minimum necessary to provide general assistance and guidance to the several country missions during the period of their organization.
 - (a) The staff of the Balkan Mission shall, wherever possible, be transferred to appropriate operating posts in the several country missions.
 - (b) Recommendations shall be made to Headquarters as to which members of the staff should be considered for assignment outside of the Balkan country missions, taking into account their personal preferences.

C. Organization after disestablishment

1. Upon liquidation of the Balkan Mission, the Cairo office shall, if necessary, be established as a separate office for the continuance of the functions outlined in section I, paragraph A. Pending the issuance of a separate directive on the establishment of such an office, the applicable provisions in this directive shall govern.

VII. EFFECTIVENESS OF DIRECTIVE: REVISIONS AND AMENDMENTS

A. This directive supersedes the directive of 9 May 1944 and all other instructions inconsistent herewith.

B. This directive shall be subject to revision and amendment from time to time.

6 February 1945

TO: Chief, UNRRA Mission in Greece

FROM: Herbert H. Lehman, Director General of UNRRA

SUBJECT: Directive relating to the Purpose and Scope of the UNRRA Mission to Greece; its relation to the Balkan Mission; and the powers, functions and duties of the Chief of Mission and the several officials of his office.

I. PURPOSE AND SCOPE OF MISSION

A. Period of Direct UNRRA Responsibility

1. The nature and extent of the Mission's activities in Greece during the period when the Administration shall have the direct responsibility of providing relief and rehabilitation supplies and services to the Greek Government and people, shall be determined after consultation with and pursuant to agreement between UNRRA and the Greek Government and/or local authorities in actual administrative control of an area of the country.

2. UNRRA is in Greece to help the people of Greece to help themselves. The Administration recognizes that the Greek authorities have the responsibility for relief and rehabilitation operations. The operations of the Administration will be by way of assistance to the Greek Government and local authorities in actual administrative control of an area of the country. Assistance in direct operations will be given only when requested by the Greek Government or such local authorities.

B. Period of Military Responsibility

1. UNRRA operations in Greece during the period that the Allied Military authorities have the responsibility for providing civilian relief to the Greek population, will be pursuant to an arrangement with the military, providing

so far as possible for the assignment of specific tasks to UNRRA as an organization. The purpose of this arrangement is to enable UNRRA to become familiar with and function in the tasks which it will take over from the military when the Administration assumes responsibility for the provision of relief. During this period the Administration will consult with and seek the advice of the Greek Government and/or local authorities on the tasks assigned; and will commence negotiations with the Greek Government and/or local authorities for the purposes specified in Paragraph A(1) above.

2. The Chief of Mission shall be responsible for all negotiations and liaison with ML for Greece, and shall maintain liaison with the Greek Government and/or authorities in actual administrative control of areas of the country. He shall not, however, be responsible for military liaison on an overall theatre basis, such liaison being handled through the Chief of the Mediterranean Liaison Office.

II. OFFICE OF THE CHIEF OF MISSION

A. Chief of Mission

The Chief of Mission shall, with respect to the Greek Mission, be the ranking UNRRA official in Greece, and shall have the following powers and duties:

1. General

He shall exercise active control and supervision of the administration of the Mission, be responsible for all operations undertaken by it, and coordinate and supervise the activities of the several divisions and offices of the Mission.

2. Location of Headquarters

He shall establish Headquarters and maintain district offices at such places as he deems necessary.

3. Program

He shall, within the framework of policy instructions set forth in this and such additional policy directives as may from time to time be issued by UNRRA Headquarters, have authority to adjust programs and direct the use of supply resources of the Mission in such manner as in his judgment will result in the most effective utilization thereof.

4. Organization

He shall, within the framework of instructions from Headquarters, organize the Mission in the interests of effective operations.

5. Personnel

(a) He shall have authority to assign, transfer, detail and direct the utilization of personnel among the several bureaus, divisions and offices of the Mission as he deems necessary. All personnel of the Mission shall be administratively responsible to him. He shall, in accordance with Headquarters regulations, have power to dismiss any employee when, in his judgment, such action is in the best interests of the Administration.

(b) He shall, in accordance with Headquarters personnel policy, and within the budgetary limitations approved by Headquarters, have authority to appoint personnel. Such appointments shall require the approval of UNRRA Headquarters only if at an annual salary of \$5,000 or more. In the event that Greek personnel are appointed to budgeted positions, such personnel shall in all cases be paid in drachmae at the scale of wages prevailing in the country.

6. Budgets

He shall, from time to time, prepare budgets for all operations of the Administration within Greece, which budgets, after review and approval of Headquarters, shall become the authority of the Chief of Mission to take action and conduct operations within the scope of the budgets so approved.

7. Relations with Greek Authorities and with Inter-Governmental Agencies

He shall be responsible also for liaison with the Greek Government and the authorities in actual administrative control of areas of the country and with representatives of inter-governmental agencies in Greece.

8. Authority to Negotiate and Contract

(a) The Chief of Mission shall negotiate with the Greek Government the agreement between UNRRA and the Government of Greece, the final text of which agreement he is authorized to sign on behalf of the Director General upon receipt by him of authority from the Director General. In addition, he shall negotiate such changes or modifications to the basic agreement as may from time to time be necessary, such changes and modifications to be subject, however, to prior approval by the Director General.

(b) He shall, subject to the limitations mentioned in Paragraph (a) above, have power to negotiate separate agreements with any local authority in actual administrative control of any area of the country regarding UNRRA operations in such area.

(c) In addition to the power conferred in paragraphs (a) and (b) above, he shall have power, on behalf of the Adminis-

tration, to negotiate and execute all other contracts and agreements necessary for the prosecution of the Mission's operations in Greece.

9. Authority to Incur Indebtedness

(a) Within the limitations of approved budgets and available funds, he shall have power on behalf of the Administration to incur indebtedness and to obligate and expend the funds of the Administration for the purpose of UNRRA operations in Greece.

(b) Subject to the rules and regulations established by the Treasurer, he is hereby authorized to open, operate and manage, in the name of the Mission, such accounts in banks or other credit institutions as he deems necessary, and to delegate to staff members of the Mission such part of his authority as he shall find necessary or desirable.

10. Delegation of Powers

He shall have the power to delegate to staff members of the Mission such of his powers, duties, and responsibilities as he may deem necessary.

B. Senior Deputy Chief of Mission

1. The Senior Deputy Chief of Mission shall be the second ranking official of the Mission. He will serve as the executive officer of the Mission. He will act as Chief of Mission in the absence of the Chief.

C. District Director

Under the direction and supervision of the Chief of Mission the District Director shall:

1. Serve as the principal representative of UNRRA in the district, and be in direct and full charge of all UNRRA operations within the district.

2. Confer and negotiate with government officials and/or local authorities in actual administrative control of the district, and any other qualified representatives of agencies and groups in the district on matters relating to operation of the program.

3. Organize the district office and utilize the district staff in such manner as he may determine in the interests of effective operations. All UNRRA personnel operating in the district will be administratively responsible to the District Director.

4. Advise the Chief of Mission and the appropriate technical

bureaus and divisions of the Mission Headquarters staff through the Chief of Mission on the operations of the program and the relief and rehabilitation needs of the district, together with recommendations and requests for meeting such needs.

5. Observe and make recommendations for modifications of the various aspects of the relief and rehabilitation program.

6. Serve as the channel for the receipt and transmittal of all orders, instructions and communications between Mission Headquarters office through the Chief of Mission and the District staff.

III. RELATIONS OF GREEK MISSION WITH BALKAN MISSION

Pending the dis-establishment of the Balkan Mission the relations of the Chief of the Greek Mission with the Balkan Mission shall be as follows:

- A. The Chief of the Greek Mission shall report to Headquarters through the Chief of the Balkan Mission.
- B. The Greek Mission will be under the supervision of the Balkan Mission and will look to the Balkan Mission for general guidance and assistance.

IV. COMMUNICATIONS PROCEDURE

Pending the dis-establishment of the Balkan Mission and the transfer of responsibility for the administrative supervision of the Greek Mission to ERO, the following communications procedures shall be observed:

A. From the Mission to UNRRA Headquarters

- 1. All communications relating to the business of the Greek Mission shall be transmitted by the Mission Chief to the Chief of the Balkan Mission. The heads of the several bureaus and divisions of the Mission may, as necessity requires, transmit communications concerning their respective bureaus and divisions, but such communications will channel through the Chief of Mission who may make such comments as he deems necessary.
- 2. The Greek Mission shall send directly to Headquarters and ERO concurrently with their dispatch to the Balkan Mission, copies of (a) reports, and (b) such other communications about which the Chief of the Greek Mission thinks Headquarters and ERO should be promptly informed.

3. All communications transmitted to Headquarters shall be addressed to the Deputy Director General in charge of the Bureau of Areas and upon receipt at Headquarters will be channeled through the Southern European Division to the Deputy Director General for Areas for necessary action by the appropriate Headquarters bureaus and divisions.

B. To the Mission from Headquarters

1. Communications to the Mission will be addressed to the Chief of the Mission and will be channeled through the Southern European Division to the Deputy Director General for Areas, and will be transmitted by him to the Chief of the Balkan Mission for forwarding to the Greek Mission.

2. The chiefs of the several divisions in Washington may transmit communications for their respective divisions in the Mission. The procedure for transmission of such communications shall be as provided in paragraph 1 above.

3. Headquarters may send directly to the Chief of the Greek Mission, concurrently with their transmission to the Chief of the Balkan Mission, copies of any communications about which it thinks the Chief of the Greek Mission should be promptly informed. In urgent cases Headquarters may communicate with the Chief of the Greek Mission for the purpose of requesting direct and immediate action by him on the subject matter of the communication; and a copy of any such communication shall be sent to the Chief of the Balkan Mission for his comments and recommendations.

4. In order to facilitate the ultimate transfer of supervisory responsibility for the Greek Mission from Washington Headquarters to ERO, copies of all communications between the Greek Mission and Washington Headquarters shall be furnished to ERO for its information. Copies so transmitted to the ERO shall be addressed to the Deputy Director General in charge of Operations. In order to minimize the transmission of unimportant documents, ERO, on the basis of experience, will notify the Greek Mission of the several types of documents which are not essential and which should not be automatically forwarded by the Mission to ERO.

V. REVISIONS AND AMENDMENTS

This directive shall be subject to revision and amendment from time to time and shall be appropriately revised upon the disestablishment of the Balkan Mission and the ultimate transfer of the supervisory responsibility for the Greek Mission from Washington Headquarters to the ERO.

C O P Y

Balkan

20 October 1944

Brigadier General C. M. Spofford
G-5, A.F.H.Q.

Dear General Spofford:

I enclose herewith an aide memoirs which will indicate along what lines we propose that the Balkan Mission should be represented at A.F.H.Q. The suggestions made therein appear to be generally acceptable all round and I have no doubt will be equally acceptable to you.

Sorry not to have had the pleasure of a further chat with you.

Sincerely yours,

W. T. MATTHEWS
Chief of Balkan Mission

Enclosures:

C O P Y

THE LOCATION OF THE BALKAN MISSION

The best location for the UNRRA Balkan Mission is that place where it can best perform its present and future tasks. CASERTA is the centre for such policy questions as do not need to be referred to LONDON or WASHINGTON. Transfer of the Balkan Mission to NAPLES would be advantageous in that the UNRRA Balkan Mission will then be close to AFHQ, the British Resident Minister, and his American colleague. On the other hand, transfer there would be accompanied by grave disadvantages. Firstly, the administrative difficulties are very considerable. Secondly such a transfer would lead to serious handicaps in the performance of those functions which lie outside relationships with the military and the political machinery now established in CASERTA.

Although there must be close co-operation between UNRRA and AFHQ, UNRRA must necessarily retain its place as an international organization, answerable to forty four nations. Too close an integration with AFHQ may prejudice this position. At CASERTA, UNRRA Balkan Mission would be dependent on the military to an even greater extent than in the MIDDLE EAST.

It is essential at this stage, in view of imminent events, that the Balkan Mission should concentrate its efforts to ensure that the country missions are capable of independent operations at the earliest possible date. To this end it is important that the Balkan Mission should work as a coherent unit in developing its planning, laying down basic procedure, instructing and equipping its personnel, and receiving and allocating staff arriving from WASHINGTON and LONDON. In CAIRO adequate machinery to accomplish these tasks has been established, and all Bureaus and Divisions are working together on a unified policy. At CASERTA, on the other hand, G-5 has no sections dealing with Health, Welfare, Agriculture and Industrial Rehabilitation. The Balkan Mission would, therefore, either have to split up into two groups, or else move sections to CASERTA which would have no point of contact in AFHQ. Moreover, even in the most favorable circumstances, the move of the Balkan Mission would take at least four weeks to accomplish. These few weeks are vital and dislocation of the Mission during this period is a risk which should not be taken if it can be avoided.

The balance of advantage seems therefore in the direction of a middle course. The most important point is that the supply functions both of AFHQ and the UNRRA Balkan Mission should be integrated to the fullest extent possible. With this in view UNRRA supply and shipping representatives should be appointed to work with the Supply Section of ML (BALKANS) and AFHQ, so that UNRRA personnel may be thoroughly familiar with the present machinery, and in a position to operate effectively when UNRRA itself becomes responsible for the formulation of supply requirements and the procurement and shipping of supplies to the BALKANS. In addition, UNRRA personnel for medical supply questions, and displaced persons problems should also be assigned to work with AFHQ.

To achieve these purposes it is proposed that a Deputy Chief of the Balkan Mission, Mr. C. ELKINTON, should be designated as Chief Representative of the Balkan Mission with AFHQ. He would also be head of the supply and shipping section at CASERTA while retaining his position as Deputy Chief of Requirements and Supply Balkan Mission. He would be empowered to interpret UNRRA Balkan Mission's policy. He would keep the Balkan Mission fully informed on all matters and cable or otherwise report to the Balkan Mission as necessary.

Close contact would be maintained with General SADLER in CAIRO, and also high ranking officers of the Balkan Mission would hold themselves available at any time, to fly to such conferences on major policies as may be called by AFHQ.

The proposals set out in this Memorandum have been fully discussed with ML (BALKANS) and responsible officers at AFHQ, as well as with SAC and the appropriate British and American Diplomatic Representatives. It is agreed that the proposals outlined should satisfactorily meet the present requirements of the Allied authorities concerned.

C O P Y

ALLIED FORCE HEADQUARTERS
G-5 Section
APO 512

10 November 1944

Sir William T. Matthews
United Nations Relief and Rehabilitation Administration
8 Sharia Dar El-Shifa
Garden City, Cairo

Dear Sir William:

On my return from SHAEF I received your letter of 20 October enclosing your aide memoirs as to the discussions in regard to the location of the UNRRA Balkan Mission.

I did not understand that it had ever been proposed that the entire UNRRA Balkan Mission move to Caserta. In any event, you satisfactorily disposed of that possibility.

I agree with your conclusion that the supply group should work with us, and we would be glad to give them any assistance we can. I presume your supply group would work in conjunction with the theater supply officer who I understand is to be installed under Governor Cochran. In addition to that, I believe, as I indicated to you, that someone representing you and Mr. Miller would be useful to you to keep advised on matters of policy on Balkan affairs which currently pass through this Headquarters, and to give us the benefit of the UNRRA views. Such an individual should have Balkan Mission background and sufficient authority from you to give decisions where major matters of policy are not involved.

I am sorry not to have seen you again before you left Caserta.

Sincerely yours,

CHARLES M. SPOFFORD
Brigadier General, G.S.C.
Assistant Chief of Staff, G-5

CABLE SENT ON OCTOBER 6th

Matthews arrived Caserta October 14th.

Cable was in state of preparation for two or
three weeks prior to October 6th.

PARAPHRASE OF

TELEGRAM SENT

TO: SECSTATE

OCTOBER 6 7 pm, 1944

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RESTRICTED B

AFHQ submits following discussion and recommendations:

Discussion: (1) As of January 1, 1945 UNRRA takes over responsibility of supplies.

(2) Preliminary discussions camps southern Italy. As of March 1, 1945 UNRRA to assume responsibility for supplies.

(3) As outlined your 20 operations in Italy will call for UNRRA transporting supplies to Italy.

(4) UNRRA's operations Albania, Yugoslavia, Greece. It is agreed that UNRRA will be responsible for supplies after first six months' period.

(5) While MIDEAST has agreed maintain supply line for UNRRA camps in Egypt, Palestine, UNRRA may have to bring in supplies other than those which British Army will furnish.

(6) In event UNRRA takes over FEDHALLA camp, supplies to be furnished there.

(7) So long as AFHQ remains in Operation, it is necessary or certainly desirable that all supply and concomitant problems of shipping be managed and cleared thru these headquarters.

(8) UNRRA's proposed program Italy Balkans and to lesser degree program in Displaced Persons Camps will require UNRRA liaison representative here at AFHQ to consider many technical social welfare subjects and programs and to report and advise UNRRA Washington on their desirability or validity.

Recommendations.

(1) That competent personnel be appointed to serve under UNRRA liaison

officer at AFHQ to manage centrally supply and shipping problems for the whole theater. This to include one competent shipping officer, one competent supply officer, plus clerical help.

(2) Need for an experienced woman, or man, from present theater force, or otherwise assigned or recruited, to fulfill duties mentioned in Paragraph 8.

In opinion of AFHQ this should have high priority and personnel should be available here between November 15 and December 1. Please include suggestions as to personnel in your reply. It may be possible to obtain some or all personnel in this theater.

LEHMAN FROM UNRRA NO. 28 CASERTA.

SENT TO DEPT. REPEATED LONDON AS 79, CAIRO as 89.

KIRK

para/dc

Cpl. 2 -
2d June

American Embassy,
Athens, Greece
Date of Completion:
March 8, 1945

CONFIDENTIAL

RELIEF AND REHABILITATION ACTIVITIES IN GREECE

(February 3 - March 2, 1945)

FROM: B. D. MacDonald,
Senior Economic Analyst

APPROVED: K. L. Rankin,
Economic Counselor

GENERAL

The month of February in Greece showed very considerable improvement in political and economic conditions throughout the entire country. Negotiations between the Government and EAM were successfully concluded February 12. ELAS agreed to disarm and disband its troops and has subsequently turned over more than the stipulated amounts of military equipment: 50,000 rifles, 2,000 machine guns, 160 mortars, 32 pieces of artillery, and 15 wireless sets. The country is no longer divided into "Freed" and ELAS zones. Greek Government officials are taking up their posts in former ELAS areas and the country is slowly coming under direction of the State.

With the reestablishment of Military Liaison centers and an improvement in transport, distribution of ML-Joint Relief Commission supplies has increased tremendously and will continue to grow. During the first 28 days of January, distribution of food supplies was 30,683 tons. For the same number of days in February, tonnage rose to 76,837. Similar increases were noted for clothing and medical supplies. March food issues are expected to exceed 80,000 tons.

In the capital area conditions have almost returned to their pre-civil-war status. Public services are about normal. The power station in Piraeus is generating 492,000 KWHs daily, which is higher than before the recent disturbances. Military transport is backloading 100 tons daily of local supplies from the provinces, half of which is firewood. The overall cost of living dropped about 20 percent. Food prices are 30 percent lower. Throughout the provinces, power stations in the larger cities and towns are reported back in working order, operating on ML fuel.

One of the most important decisions of the month was reached on February 17 when it was agreed that from March 15 onwards, the Greek Government would take over responsibility for the receipt, clearance, warehousing, and distribution of ML-UNRRA-JRC supplies. Except for the handling of coal and petroleum products, which will be cared for by the Coal Importers Association and the Petroleum Pool respectively, the agent of the government for the above responsibilities will be the Agricultural Bank of Greece. By some who appreciate the magnitude of ML and JRC operations, there is fear expressed that too much is being expected of the new government. But the take-over is not quite as sudden and drastic as it sounds. The Agricultural Bank with its 120 branches and 3,500 employees already has had considerable experience warehousing and distributing supplies with JRC during the period of occupation and with ML since D-day. Moreover, ML will continue to hold overall responsibility for shipping arrangements, demands, breakdowns, and priority of supplies until April 1, when UNRRA will assume the same responsibilities. An executive committee under the chairmanship of the Greek Government is also being formed to direct matters of policy. Membership will include representatives of UNRRA, ML (for the duration of the military period) and JRC (for the length

of time the mission stays on in Greece).

Although ML has now swung into full scale operations and stands to gain in reputation as the momentum of its operations increases, it is ML itself which has pushed for the take-over by the Government. Because of chaotic conditions found at D-day and because of the condition of the Greek Government services at the time, ML had become more of a direct operation than was planned. Granted, some efficiency will be lost by any change; but it is becoming apparent that the Government will delay taking up its own obligations as long as someone else is willing to carry them.

It seems most unlikely that relief and rehabilitation activities will break down after the withdrawal of ML. UNHRA will be here to assist and advise. Certain American and British officers from ML will stay on for a time. For the prestige and morale of the Greeks, the Greek Government should be encouraged to operate its own rehabilitation program until and unless it proves itself incompetent to do so.

FOOD DISTRIBUTION

As stated above in this report, distribution has increased tremendously, and is now reaching former ELAS territory. The following chart shows food issues from ML warehouses from D-day, October 15, 1944, to March 2, 1945, in tons:

<u>Depot</u>	<u>Up to Dec. 2</u>	<u>Dec. 3- Dec. 30</u>	<u>Dec. 31- Jan. 27</u>	<u>Jan. 28- Feb. 24</u>	<u>Feb. 24- Mar. 2</u>	<u>Total</u>
Piraeus	6,945	2,852	10,654	11,115	5,410	36,976
Kalamata*	2,478	2,392	-	-	-	4,870
Patras	3,155	295	4,213	6,991	454	15,108
Preveza*	2,228	2,077	-	-	-	4,305
Corfu	-	-	-	1,092	443	1,535
Salonika	241	2,445	4,211	8,390	369	15,656
Volo	706	-	-	397	697	1,800
Kavalla*	30	-	-	-	-	30
Mitylene and Chios**	7,145	1,705	2,695	2,337	338	16,220
Syra	3,253	377	1,323	1,578	291	6,822
Heraklion	-	1,734	2,006	34	2,168	5,942
Total	28,181	13,877	25,102	31,934	10,170	109,264

*) Kalamata reopened February 25.

Kavalla will be operating by March 9 when 3,650 tons of wheat and other food is due to arrive by sea.

Preveza will soon receive 3,140 tons of mixed supplies, transhipped from Piraeus.

**) D-day for Mitylene-Chios was in late September 1944.

Distribution of food from JRC warehouses, brought from Canada and America in Swedish ships, is as follows:

<u>Depot</u>	<u>Up to Dec. 2</u>	<u>Dec. 3- Dec. 30</u>	<u>Dec. 31- Jan. 27</u>	<u>Jan. 28- Feb. 24</u>	<u>Feb. 24- Mar. 2</u>	<u>Total</u>
		(In metric tons)				
Piraeus	14,649	13,026	8,849	32,676	10,817	80,017
Salonika	-	7,578	-	-	-	7,578
Total	14,649	20,604	8,849	32,676	10,817	87,595

As mentioned in earlier reports, statistics furnished by JRC have not been too satisfactory. Although JRC has had no warehouses in the provinces since D-day, issues from Piraeus warehouses do not mean that all supplies went to the capital area. It is estimated that of the total tonnage reported as issued from Piraeus some 18,000 went by small sailing craft to various caique head in Greece including over 1,000 tons to Crete. The 7,758 tons in Salonika were issued by ML from old JRC stocks.

It is hoped that after March 15, when the Agricultural Bank takes over distribution of both ML and JRC supplies, a more revealing statement of disposition of supplies arriving on Swedish vessels will be forthcoming.

Accepting the JRC figures as correct, adding them to the issues of ML gives a total of approximately 200,000 tons of food distributed in Greece during the past four and one-half months. Of this amount, 76,837 tons were issued during the last four weeks, which is considerably above ML's committed target of 62,000 tons of food per month promised Greece before the outbreak of civil strife.

ML and JRC Combined Total Food Issues

	Up to <u>Feb. 24</u>	Feb. 24- <u>Mar. 2</u>	<u>Total</u>
	(In metric tons)		
Military Liaison	99,094	10,170	109,264
Joint Relief Commission	76,778	10,817	87,595
Total	175,872	20,987	196,859

CLOTHING:

Until recently there has been severe criticism of the slowness of clothing distribution. Only a small part of the large stocks received by JRC during the Axis occupation were distributed. Hundreds of tons were found in warehouses on D-day. Attempts by ML and the Greek War Relief Association to speed distribution were cut short by the civil war and then frustrated to an extent by disagreement among the Greek committees over policy. Fortunately for Greeks needing clothes, distribution began to soar during the last week in January. From 100 tons a week in mid-February, distribution reached 50 tons a day at the last of the month.

Distribution of Clothing, Blankets, Shoes

<u>During Occupation</u>	<u>Oct. 15 to Jan. 24</u>	<u>Jan. 25 to Mar. 2</u>	<u>Total</u>
	(In metric tons)		
249	201	800	1,250

About 900 tons remain on hand.

In the total amount distributed there were about 34,000 blankets and several thousand pairs of shoes. The bulk of distribution went to provincial districts where the need was judged greatest. Twelve tons of women's and children's garments were flown by planes to the snow-bound towns of Grevena, Metsovo, and Konitsa in Western Macedonia and Epirus. Similar air deliveries will soon be made to Komotini, Serres, and Drama in Thrace and Eastern Macedonia.

Distribution in the capital area has thus far been limited to those who lost all or most of their possessions during the civil disturbances.* From February 15 to March 6, partial and complete sets of clothing were given to 6,987 persons. The facilities of clothing stores were used for this type of distribution. At the moment about 500 indivi-

duals are being served daily in this fashion. Clothing mentioned above is largely of Greek War Relief, American Red Cross, Australian Red Cross and FEA origin. A further 1,600 tons of clothing is coming soon from America and Australia.

Recently some 300 tons of piece goods arrived through ML channels and will presumably reach the market through commercial channels.

AGRICULTURE.

Agricultural officers of ML and UNRRA are encouraged by the recent news that fertilizers and pesticides, though delayed, will arrive in sufficient time to make considerable difference in the coming harvests. This summer's wheat crop is now estimated at 650,000 tons. Poison bait is on hand with which to combat the locust threat in parts of central Greece and the Peloponnesus. The chief locust officer for Tripolitania has arrived to advise the Ministry of Agriculture.

Substantial aid to Greece is being given by the two water boring units which arrived on D-day with four drills, prepared to provide Athens and other urban centers with emergency wells if existing water installations were found destroyed by the Germans. Because of the great shortage of water in the Marathon reservoir, these units until recently have been drilling to increase the water supply for Athens. They are now aiding agriculture, drilling for irrigation and for watering places for livestock.

While individual Greeks often criticize ML for not having brought more supplies up to the present, ML officers report difficulty in getting the Government to take over and put into use what has been brought in. The Fordson tractors, which arrived over a month ago, are for the most part still on ML hands.

Further difficulty is being experienced in getting the Government to reduce taxes on kerosene so that tractors can be of economic value to Greek Agriculture. Landed cost of kerosene per gallon is 22 drachmas. Taxes boost the price to the farmer to 225 drachmas. It is reliably estimated that the cost of plowing a stremma of land at present kerosene prices will be 322 drachmas, or about \$6.50 per acre. A diesel tractor can do the same work for 110 drachmas. Despite the shortage of draft animals, farmers will not be able to afford the use of the type of tractor programmed for Greece unless the Government revises this particular unrealistic method of raising money.

*) Clothing has also been issued to Athens hospitals.

Following is the status of CCAC approved supplies for the Spring Program:

<u>Item</u>	<u>CCAC Allocation</u> (In metric tons)	<u>Arrived</u>	<u>Shipments Notified</u>
Seeds	16,082	4,121	2,786
Pesticides	8,745	386	3,689
Fertilizers	16,000	-	1,000
Hand tools	233	-	-
Machinery	1,142	289	133
Miscellaneous	1,971	244	332
Steel and metals	648	.25	240
Totals	44,821	5,040.25	8,180

The unnotified balances have been called forward. Bulk of seeds arrived are potato seed with a small amount of onion sets and vegetable seeds.

There is a grave shortage of animal feeds. 246 tons of cotton seed cake are en route from Egypt and will be sent to areas needing it most. CHQ, Middle East has offered the Greek Government:

Cotton seed cake	1,000 tons
Feed barley	1,500 tons
Carob beans	2,000 tons

Since these supplies are from stock piles marked for civil consumption and not relief, the Greek Government must bear the cost. Steps are being taken to arrange shipping. This marks the first step to be taken by the Government in overseas trade. Similar plans are under way to obtain 2,000 tons of cotton seed from Middle East or Turkish sources.

INDUSTRY.

Despite disappointments and setbacks which often throw ML officers and UNRRA representatives concerned with industrial rehabilitation into despair, certain progress can be reported.

1. The Atlas Cement Company, Athens, has resumed work and is building up stocks pending start of the Government's reconstruction program. There is no question but that the company's price demands are too high.
2. The Lipasmata Glass Works, Piraeus, fired their first kiln on February 10.
3. Production of agricultural implements has begun in factories at Volo and Piraeus. Scrap comes from sunken ships.
4. The lignite mines near Athens expect to be producing 6,000 tons monthly by April which should reduce the needed tonnage of coal imports.
5. The cotton textile manufacturers are being supplied with cotton. An additional 500 tons is called forward from Middle East. Military vehicles have back loaded 300 tons from Levadia. Privately owned stocks of 250 tons were recently found hoarded in Piraeus warehouses. The industry admits it can function economically at 50 percent capacity and it is hoped that the needed raw cotton will come in on the UNRRA program to supplement local production.
6. Production of yeast, medical alcohol and soap has been assisted by ML backloading of currants and olive pits. Negotiations between the Agricultural Bank and manufacturers were getting nowhere. This is a typical example of the problem facing Greece. Proper use of existing resources is not being made due to the inability of business and government or government agencies to agree on matters of price and procedure.
7. Exportable surpluses of chrome, lead, magnesite, bauxite, tobacco and currants have been reported to AFHQ.
8. ML Patras has been instructed to release 250 tons of coal to the Aigion paper mills so that they can resume operations. The mills have a stock of some 1,400 tons of pulp on hand. The Government has been advised it should obtain its paper requirements from local mills.
9. Local dealers have prepared requirements of spare parts for trucks, farm tractors and sewing machines. These much needed items are being screened by the Ministry of National Economy and ML-UNRRA. Amounts deemed necessary will be called forward in the UNRRA program.
10. The Papegeorgiou Mills in Volo, employing 600 operatives, have started using small stocks of local wool and cotton. More cotton is known to exist in this region. The Government cotton control association, KYDES, is attempting to find out what all Greek stocks are so that these, with imported quantities, will be equitably distributed.
11. The Tournivoukas Mills, Salonika, are running to capacity producing 15,000 meters of cotton cloth and 1.25 tons of toweling monthly from local cotton. The Ladas factory in the same city, making underwear and knitted hosiery, is working 40 percent capacity and has asked for shipping space to send two tons monthly to the Athens market.

From the above it is evident that Greek industry is showing signs of life. But production costs are much higher than world prices. Government laws prohibit the discharging of unneeded labor. The more radical parties, though living costs have leveled off and dropped, clamor for still higher wages. Manufacturers claim that government and municipal taxes are already too high. Production contracts between government and industry hang fire over the matter of price. Industry and commerce, moreover, fear government policy in the handling of the vast amounts of incoming finished goods and raw materials through UNRRA channels. The Greek businessman is condemned for speculating rather than producing. But until government and business conciliate their differences and understand each other, a rapid improvement of business and industrial life cannot be expected. Still, things are improving. Out of the 376,000,000 drachmas credit set up by the Bank of Greece for industrial firms, 167,000,000 has now been taken up. The previous figure reported at the end of January was 94,000,000. And for the first time, a trickle of deposits is beginning to flow into banks.

TRANSPORT.

There is no need to explain why one of the most urgent needs is transport. The entire Peloponnesus Railroad and great sections of the standard gauge lines connecting Athens with the north will remain out of commission for a long time. The coastwise fleet of motor and sailing vessels and caiques was materially reduced during the occupation. ELAS confiscated some 400 caiques and has thus far returned only 150. There are rumors that many of the remainder have been deliberately sunk.

Automotive dealers state that there are not more than 400 civil trucks in Greece in good enough shape to be driven outside urban centers. Perhaps another 400-500 broken down, undependable trucks exist. Until they can be put into shape with spare parts, these vehicles are of little value. Consequently the CCAC original allocation of 951 trucks is being proved most inadequate. Bad roads, destroyed bridges increase the length of the normal turnaround. The situation was so bad that the recent arrival of some 250 Greek War Relief Ford trucks has greatly facilitated distribution of relief supplies.

UNRRA is asking for a minimum of 1,750 trucks:

269	1½	ton
1,225	3	"
210	5	"
53	10	"

In the light of the past two months, it appears that this is a most modest request. Observers acquainted with transport needs maintain that unless the country has a total of not less than 4,000 serviceable trucks, the collection and transportation of local products and the distribution of the incoming relief and rehabilitation supplies cannot be handled.

Not only has Greece not enough road transport. There is grave danger that the small amount available will be inadequately serviced and maintained. As ML turns over responsibility of relief operations to the Greek Government, some 900 ML trucks will also be handed the Government. Already, in Athens, the ML fleet of about 300 vehicles has been taken over by the State Railways to operate as a unit. Lacking trained personnel, repair and maintenance equipment, the Railway Company is unlikely to get the life and use out of these trucks that an owner-driver contract system would give. Government operation of transport fleets driven by government paid chauffeurs and serviced by government paid mechanics has never been tried on a large scale in Greece and does not appear a satisfactory way of solving the transport problem.

This turning over of vehicles to the railroad for direct operation may presage a monopoly of road transport by the railways and the government. If so, then Greece will need still more vehicles to replace those which will soon be out of commission due to carelessness and neglect.

GREEK GOVERNMENT AND THE UNRRA PROGRAM.

It is admitted now in ML-UNRRA circles that the big UNRRA program of imports, calling for over 200,000 tons a month, will be deferred to July instead of April as was planned. Until then, arrivals will probably be around 100,000 tons of food plus a smaller amount of items of a rehabilitation nature. The delay may be a good thing.

There is no question about the need of food, raw materials, and, to a lesser extent, finished goods. But as is evident from this and earlier reports, Greece does not yet appear ready to receive and absorb such a cascade of supplies as was first planned. It is well that the Government is being pushed into the responsibility of taking over receipts and distribution as early as March 15. With the help of UNRRA and additional officers and persons lent by ML and JRC, the government and its agents will first learn how to handle 100,000 tons.

Officials of the Agricultural Bank, in discussing methods of disposing of UNRRA supplies other than food, show they may not yet appreciate the magnitude of the job confronting them. Greek businessmen are growing more fearful that the Government will treat goods of many categories as monopolies, leaving them out in the cold. Government officials talk of retailing tires, for example, through the regular dealers at an allowed commission of five percent. UNRRA publicity has not been effective in explaining its purposes to the public. Some people honestly believe it is a foreign business corporation set up to operate at the expense of Greek business.

Greece has learned to do without for so long that a delay of a few months will make little difference. Winter is almost over. Good rains and snows bode a fair harvest. Meanwhile, as the Government struggles to receive and use the food and materials now arriving it will learn by experience. And in its difficulties it may, by July, acquire the wisdom to direct the bulk of UNRRA supplies through commercial channels.

Friels report: Supply 6 -
Areas.

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3 House Davis - 2

1 call

1 Dip. adv.

2. Fin adv. Com for Psych. adv.

1 General Council.

1. Secretariat.

2 cys. to

3. Fin. & adm. Mrs. Beeble

3. Health

Inter - Govt Council

3 Welfare.

on Refugees

3. Displaced persons.

Room 208

2. Pub Infr.

1 m Lloyd

See file.

SLD

1. Ind. Rehab.

Balkans

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

8, Sharia Dar El-Shifa - Garden City- Cairo

26th September 1944
CAWA/227

Reference our ENJOY 439

Mr. Michail Menshikov,
UNRRA
1344 Connecticut Avenue,
Washington 25, D.C.

Dear Mr. Menshikov,

I have now succeeded in effecting a change in the terms of the Directive concerning the employment of the UNRRA Balkan Mission by the Military authorities during the period of military responsibility. A copy of the new Directive is enclosed.

The terms of the new Directive seem to me ~~unsatisfactory~~ satisfactory and in view of the urgency of the situation I have caused the Military authorities to be so informed. I hope that you also agree.

Yours sincerely,

William T. Matthews
Chief of Balkan Mission

cc Sir Frederik Leith Ross, K.C.B.,
UNRRA, London

DIRECTIVE CONCERNING EMPLOYMENT OF UNRRA BY THE
MILITARY DURING THE PERIOD OF MILITARY RESPONSIBILITY

(This takes the place of the initial directive dated
29 Aug 1944, which should now be destroyed).

1. Pursuant to the agreement of the 3rd April 1944, entered into by the United Nations Relief and Rehabilitation Administration, hereinafter described as UNRRA, by Allied Military HQ (Balkans) and by United States Armed Forces, in the Middle East, both hereinafter designated as the Military, UNRRA as an organization, is hereby designated and appointed the agent of the Military to carry out such tasks in connection with bringing relief and rehabilitation to Greece, Yugoslavia and Albania as are herein or may hereafter be assigned. For the purposes of this directive Greece, Yugoslavia and Albania are hereinafter designated as Balkans.

So long as the agency hereby established continues to exist, with reference to its work in the Balkans, UNRRA will be completely under military direction and control, but at all times it will be the policy of the Military to hand over to UNRRA at the earliest possible moment the entire responsibility for relief and rehabilitation in the Balkans.

2. POLICY.

(a) During the military period all decisions of policy rest with the Military Comd. Decisions of policy, however, will be made by each Military Comd or Staff Officer, after consultation with his UNRRA opposite number. As complete agreement between the organizations will hasten and facilitate the eventual transfer of operations from Military to UNRRA, which is the end sought, it is particularly desirable that all possible efforts be made towards complete Military-UNRRA understanding and agreement upon operational procedure. In case of disagreement the view of the Military Comd will prevail subject to a right of appeal to the next appropriate higher authority.

(b) Wherever practicable UNRRA will be assigned entire functional or geographical tasks to be performed under the administrative supervision of the appropriate senior UNRRA representative. Unless and until all functions in a District or Region are handed over to UNRRA, the executive chain of command will remain military except by special arrangement for particular circumstances.

(c) To hasten the end of the Military period it will be the policy of the Military to encourage UNRRA to continue and develop its existing organizational pattern.

(d) Instructions for UNRRA personnel will, in all possible cases, be transmitted to the senior UNRRA representative, and by him to his subordinates.

3. OPERATIONAL PROCEDURE.

During the Military period, the basic operational procedure to be followed in the Balkans is that set forth and contained in the Basic Appreciation and Plan, in the Appreciations and Plans of the various ML Branches and Departments and in all amendments thereto. In the interests of efficient operation, no deviation from these Plans is permitted except upon authorization from the office of original issue. UNRRA personnel are directed to make themselves thoroughly familiar with these Plans and will be prepared to operate in accordance therewith. As exigencies arise and the need for change or amendment appears, the matter should be taken up immediately with the office of original issue, but no action should be taken which conflicts with the Plans until officially authorized by the office of original issue.

4. UTILISATION OF UNRRA PERSONNEL.

UNRRA personnel will be assigned by M HQ (Balkans) and UNRRA jointly, bearing in mind individual qualifications and the object of building up an ultimately independent UNRRA organisation. They will, after consideration of the facts, be assigned as follows:-

(a) Administrative Personnel.

In general, UNRRA personnel will serve as opposite numbers to the appropriate Military Commander or Staff Officer.

- (i) They will attend pertinent meetings with their British Military opposite number and his American Deputy.
- (ii) They will participate in discussions on matters of policy, organisation and operational procedure.
- (iii) They will keep thoroughly familiar with the operation and development of their HQ Wing, Branch or Department, with a view towards eventual replacement of their Military Principals.
- (iv) Senior UNRRA executive officials will direct the entire body of UNRRA personnel in the development of the organisation necessary for the eventual complete transfer of responsibility to UNRRA will formulate plans and policies for UNRRA operations in the post-military period, and will administer UNRRA personnel in such matters as discipline, pay, etc.
- (v) They may maintain independent liaison with the civilian authorities as to the post-military period, and otherwise by agreement with the appropriate military authority.
- (vi) In addition to performing the duties specified in subparas (i) - (iv) above, Senior UNRRA executive officials, at HQ Regional and District levels will act as both opposite numbers and deputies to their Military counterparts.

(b) Advisory Personnel.

Specialists in certain fields such as rationing, price control, etc.

This class will be assigned to specific ML Branches or Departments and will, jointly with Officers assigned by these Departments, devise controls such as rationing, price control, collection of local produce, etc, for presentation to the Local Government for their consideration.

After entry into Greece, Yugoslavia or Albania, personnel of this class will also act on behalf of ML, as advisers to the Local Government in the implementation of controls previously devised.

(c) Operational Units.

Medical Teams, Relief Teams, etc, (including Voluntary Society Teams).

These teams will be assigned to appropriate Departments (Public Health and Relief). They will operate under the general supervision of these Departments, but in most cases will be re-assigned to Districts or Regions by the Chief of the Department. The teams will be kept intact insofar as is practicable and will continue to be designated in such a way as to retain their identity with the Society by which they are furnished. In the interests of efficiency, however, actual operation must be directed and coordinated by the Department and/or District of ML concerned.

(d) Special Assignments

In certain cases (ie Medical Officers) it will be necessary to assign UNRWA or Voluntary Society personnel to a specific position for which no Military opposite number is available. In such cases the UNRWA assignee will insofar as Relief operations are concerned, function in the chain of command exactly in the same manner as if he were a member of the Military establishment. In matters of pay, discipline and post-military planning, he will work directly in the UNRWA chain as outlined in 4 (a), supra.

(e) Distribution Staff

This group is hereby assigned to Districts and Regions, in addition to such administration and other personnel as may be assigned. They will function as directors of distribution, price and produce collection systems, so as to ensure that agreed controls are properly and in fact carried out. Each of this group is responsible to his appropriate District or Region Commander. This group is empowered to deal directly with the Local Governmental Authorities, except in matters of policy. If such authorities fail to take prompt and corrective action as to non-compliance with agreed controls the matter will be reported to the Region or District Commander for his action.

(I.T.P. HUGHES)
Major General, British Army.

(P.L. SADLER)
Brigadier General, USA

16 Sep 44

Fuller Jackson 507

5 February 1945

TO: Roy Hendrickson
John Corson
Hugh Jackson
Dr. W. A. Sawyer
Conrad VanKlyning
William H. Stauffer

FROM: George Lanthaky *gx*

SUBJECT: Directives for the Greek and Balkan Missions

Attached are revised drafts of the directives for the Greek and Balkan Missions. These revised drafts have been prepared in the light of the comments received from the heads of the several bureaus and divisions of UNRRA and insofar as possible we have utilized the various suggestions which have been made.

In view of the urgency of completing final action on these directives as quickly as possible, I hope that it will be possible to reach agreement on these directives substantially in their present form. In any event I shall be glad to discuss with you personally the reasons for the revisions which have been made and the reasons why it did not seem practical to utilize such of the suggestions as were not used.

Attachments - 2

RBLim/jcr

cc: Roy Hendrickson
John Corson
Hugh Jackson ✓
Dr. W. A. Sawyer
Conrad VanKlyning
William H. Stauffer

3 February 1945

TO: Sir William Matthews

FROM: Herbert H. Lehman

SUBJECT: Directive relating to the Purpose and Scope of the UNRRA Balkan Mission, its Relation to the Country Missions, and its Disestablishment.

I. PURPOSE AND SCOPE OF MISSION

- A. The Balkan Mission shall be directly responsible for the following activities in the Middle East:
- (a) Administration of the Middle East camps.
 - (b) Supervision and coordination of displaced persons operations including repatriation of displaced persons from East Africa, Persia and India.
 - (c) Procurement functions assigned in the Middle East.
- B. The Balkan Mission shall, pending disestablishment, be responsible for supervising and for providing general guidance and assistance to the Greek, Yugoslav and Albanian country missions.

II. OFFICE OF THE CHIEF OF BALKAN MISSION

A. Chief of Balkan Mission

The Chief of the Balkan Mission shall, with respect to the Balkan Mission, be the ranking UNRRA official and shall have the following powers and duties:

1. General

He shall exercise active control and supervision of the Administration of the functions outlined in section I, paragraph A and for the general guidance and assistance in the organization of the country missions; and for this purpose he shall coordinate and supervise the activities of the several divisions and offices of the Balkan Mission.

Note: The term Balkan Mission, as used in this directive, does not embrace individual country missions but is restricted to the overall Mission.

3 February 1945

2. Location of Headquarters

He shall establish Headquarters on the European continent at the earliest practical date and shall also establish a rear echelon of the Balkan Mission in Cairo for the purpose of carrying out the functions outlined in Section I, paragraph A. The Balkan Mission rear echelon will continue to report to the Balkan Mission headquarters office after the establishment of the latter on the European continent.

3. Programs

He shall, within the framework of policy instructions set forth in this and such additional policy directives as may from time to time be issued by UNRRA Headquarters, have authority to adjust programs and direct the use of supply resources of the Balkan Mission in such manner as in his judgment will result in the most effective utilization thereof.

4. Organization

He shall, within the framework of instructions from headquarters, organize the Mission in the interests of effective operation.

5. Personnel

(a) He shall have authority to assign, transfer, detail and direct the utilization and detail of personnel among the several bureaus, divisions and offices of the Balkan Mission and to transfer personnel among the several country missions, as he deems necessary. All personnel of the Balkan Mission shall be administratively responsible to him. He shall, in accordance with Headquarters regulations, have power to dismiss any employee when, in his judgment, such action is in the best interests of the Administration.

(b) He shall, in accordance with Headquarters personnel policy, and within the budgetary limitations approved by Headquarters, have authority to appoint personnel. Such appointments shall require the approval of UNRRA Headquarters only if at an annual salary of \$6,000 or more. In the event that local personnel are appointed to budgeted positions, such personnel shall in all cases be paid in local currency at the scale of wages prevailing in the country.

6. Budgets

He shall, from time to time, prepare budgets for all operations of the Balkan Mission which budgets, after review and approval of Headquarters, shall become the authority to the Chief of the Balkan Mission to take action and conduct opera-

3 February 1945

tions within the scope of the budgets so approved.

7. Relations with Local Authorities and with Intergovernmental Agencies

He shall be responsible also for liaison with all local authorities and governments and with representatives of inter-governmental agencies and the military authorities in countries other than those to which a country mission has been sent.

8. Authority to Negotiate and Contract

(a) The Chief of Mission shall negotiate with local governments; and other appropriate authorities in countries other than those to which a country mission has been sent any agreements between UNRRA and such governments and local authority, the final text of which agreement he is authorized to sign on behalf of the Director General upon receipt by him of authority from the Director General. In addition, he shall negotiate such changes or modifications to such agreements as may from time to time be necessary, such changes and modifications to be subject, however, to prior approval by the Director General.

(b) In addition to the power conferred in paragraph (a) above he shall have power, on behalf of the Administration, to negotiate and execute all other contracts necessary for the prosecution of the Balkan Mission operations.

9. Authority to Incur Indebtedness

(a) Within the limitations of approved budgets and available funds, he shall have power on behalf of the Administration to incur indebtedness and to obligate and expend the funds of the Administration for the purpose of UNRRA operations assigned to the Balkan Mission.

(b) Subject to the rules and regulations established by the Treasurer, he is hereby authorized to open, operate and manage, in the name of the Balkan Mission, such accounts in banks or other credit institutions as he deems necessary, and to delegate to staff members of the Balkan Mission such part of his authority as he shall find necessary or desirable.

10. Delegation of Powers

He shall have the power to delegate to staff members of the Balkan Mission such office powers, duties, and responsibilities as he may deem necessary.

3 February 1945

B. Senior Deputy Chief of Balkan Mission

1. The Senior Deputy Chief of Mission shall be the second ranking official of the Mission. He will serve as the executive officer of the Mission. He will act as Chief of Mission in the absence of the Chief.

III. RELATIONS OF BALKAN MISSION WITH HEADQUARTERS

The Chief of the Balkan Mission shall report to Headquarters and be under the immediate supervision and direction of Headquarters.

IV. RELATIONS OF BALKAN MISSION WITH COUNTRY MISSIONS

Pending the disestablishment of the Balkan Mission the relations of the Chief of the Balkan Mission with the chiefs of the Greek, Yugoslav and Albanian Missions shall be as follows:

1. The Chiefs of the country missions shall report to Headquarters through the Chief of the Balkan Mission.
2. The Balkan Mission will provide general guidance and assistance to the country missions which will be under its supervision.

V. COMMUNICATIONS PROCEDURE

Pending the disestablishment of the Balkan Mission the following communications procedures shall be observed:

A. From the Country Missions and the Balkan Mission to UNRRA Headquarters

1. All communications relating to the business of the country missions shall be transmitted to the Chief of the Balkan Mission by the Mission Chief. The heads of the several bureaus and divisions of the country missions and the Balkan Mission may, as necessity requires, transmit communications concerning their respective bureaus and divisions, but such communications will channel through the Chief of the country mission and the Balkan Mission respectively, who may make such comments as deemed necessary.
2. The country missions shall send directly to Headquarters and ERO concurrently with their dispatch to the Balkan Mission, copies of (a) reports, and (b) such other communications about which the Chief of the country mission thinks Headquarters and ERO should be promptly informed.
3. All communications transmitted to Headquarters shall be addressed to the Deputy Director General in charge of the Bureau of Areas and upon receipt at Headquarters will be channeled through

3 February 1945

the Southern European Division to the Deputy Director General for Areas for necessary action by the appropriate Headquarters bureaus and divisions.

B. To the Country Missions and the Balkan Mission from UNHRA Headquarters

1. Communications to the country missions and to the Balkan Mission will be addressed to the Chief of the Country Missions and the Balkan Mission respectively and will be channeled through the Southern European Division to the Deputy Director General for Areas, and will be transmitted by him to the Chief of the Balkan Mission for forwarding to the country missions.

2. The chiefs of the several divisions in Washington may transmit communications for their respective divisions in the country missions and the Balkan Mission. The procedure for transmission shall be as provided in paragraph 1 above.

3. Headquarters may send directly to the Chief of the country missions, concurrently with their transmission to the Chief of the Balkan Mission, copies of any communications about which it thinks the Chief of the Country mission should be promptly informed. In urgent cases headquarters may communicate with the Chief of a country mission for the purpose of requesting direct and immediate action by him on the subject matter of the communication, provided that a copy of any such communication shall be sent to the Chief of the Balkan Mission for his comments and recommendations.

4. In order to facilitate a smooth transfer of supervisory responsibility for the country missions from Washington headquarters to ERO copies of all important communications between the Balkan Mission and Washington headquarters shall be furnished to ERO for its information by the transmitting office. Copies so transmitted to the ERO shall be addressed to the Deputy Director General in charge of Operations.

C. Communications between the Balkan Mission and ERO.

1. Communications between the Balkan Mission and ERO shall be addressed to and shall be channeled through the Chief of the Balkan Mission and the Deputy Director General in charge of Operations, respectively. Copies of all important communications between the Balkan Mission and the ERO shall be furnished by the transmitting office to Washington headquarters.

VI. DISESTABLISHMENT OF BALKAN MISSION

A. Effective Date

3 February 1945

1. All of the powers, functions and duties of the Balkan Mission set forth in Section I, paragraph 3 and Section IV shall be terminated and the Balkan Mission with respect to the Greek, Yugoslav and Albanian Missions shall be disestablished as soon as possible and in any event not later than 1 April 1945.

B. Steps to be taken for disestablishment

1. To achieve this objective as soon as possible, the major function of the Balkan Mission is to complete the organization of the Greek, Yugoslav and Albanian missions in cooperation with the Chiefs of those missions so that each mission is capable of functioning immediately on invitation by the appropriate government.

2. The Chief of the Balkan Mission and his associates shall visit the various country missions frequently during the current period.

3. The staff of the Balkan Mission shall be reduced to the minimum necessary to provide general assistance and guidance to the several country missions during the period of their organization.

(a) The staff of the Balkan Mission shall, wherever possible, be transferred to appropriate operating posts in the several country missions.

(b) Recommendations shall be made to Headquarters as to which members of the staff should be considered for assignment outside of the Balkan country missions, taking into account their personal preferences.

C. Organization after disestablishment

1. Upon liquidation of the Balkan Mission, the Cairo office shall, if necessary, be established as a separate office for the continuance of the functions outlined in section I, paragraph A-2. Pending the issuance of a separate directive on the establishment of such an office, the applicable provisions in this directive shall govern.

VII. EFFECTIVENESS OF DIRECTIVE: REVISIONS AND AMENDMENTS

A. This directive supersedes the directive of 9 May 1944 and all other instructions inconsistent herewith.

B. This directive shall be subject to revision and amendment from time to time.

3 February 1945

TO: Laird Archer

FROM: Herbert H. Lehman

SUBJECT: Directive relating to the Purpose and Scope of the UNRRA Mission to Greece; its relation to the Balkan Mission; and the powers, functions and duties of the Chief of Mission and the several officials of his office.

I. PURPOSE AND SCOPE OF MISSION

A. Period of Direct UNRRA Responsibility

1. The nature and extent of the Mission's activities in Greece during the period when the Administration shall have the direct responsibility of providing relief and rehabilitation supplies and services to the Greek Government and people, shall be determined after consultation with and pursuant to agreement between UNRRA and the Greek Government and/or local authorities in actual administrative control of an area of the country.

2. UNRRA is in Greece to help the people of Greece to help themselves. The Administration's operations in Greece shall, therefore, be so organized as to require the Greek authorities to assume responsibility for actual operations. UNRRA will undertake direct operations only when requested by the Greek authorities and when absolutely necessary.

B. Period of Military Responsibility

1. In the event that UNRRA continues to operate in Greece during the period that the Allied Military authorities have the responsibility for providing

3 February 1945

civilian relief to the Greek population, the Administration will operate pursuant to an arrangement with the military, providing so far as possible for the assignment of specific tasks to UNRRA as an organization. The purpose of this arrangement is to enable UNRRA to become familiar with and function in the tasks which it will take over from the military when the Administration assumes direct responsibility for the provision of relief to the Greek people. During this period the Administration will inform the Greek Government and/or local authorities of the nature of the tasks assigned and will commence negotiations with the Greek Government and/or local authorities for the purposes specified in Paragraph A(1) above. The Mission will perform any functions assigned to it in full conformity with the resolutions and policies of the Council.

2. The Chief of Mission shall be responsible for all negotiations and liaison with ML for Greece, and shall maintain liaison with the Greek Government and/or authorities in actual administrative control of areas of the country. He shall not, however, be responsible for military liaison on an overall theatre basis, such liaison being handled through the Chief of the Mediterranean Liaison Office.

II. OFFICE OF THE CHIEF OF MISSION

A. Chief of Mission

The Chief of Mission shall, with respect to the Greek Mission, be the ranking UNRRA official in Greece, and shall have the following powers and duties:

1. General

He shall exercise active control and supervision of the administration of the Mission, be responsible for all operations undertaken by it, and coordinate and supervise the activities of the several divisions and offices of the Mission.

2. Location of Headquarters

He shall establish Headquarters and maintain district offices at such places as he deems necessary.

3. Program

He shall, within the framework of policy instructions set forth in this and such additional policy

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directives as may from time to time be issued by UNRRA Headquarters, have authority to adjust programs and direct the use of supply resources of the Mission in such manner as in his judgment will result in the most effective utilization thereof.

4. Organization

He shall, within the framework of instructions from Headquarters, organize the Mission in the interests of effective operations.

5. Personnel

a. He shall have authority to assign, transfer, detail and direct the utilization of personnel among the several bureaus, divisions and offices of the Mission as he deems necessary. All personnel of the Mission shall be administratively responsible to him. He shall, in accordance with Headquarters regulations, have power to dismiss any employee when, in his judgment, such action is in the best interests of the Administration.

b. He shall, in accordance with Headquarters personnel policy, and within the budgetary limitations approved by Headquarters, have authority to appoint personnel. Such appointments shall require the approval of UNRRA Headquarters only if at an annual salary of \$6,000 or more. In the event that Greek personnel are appointed to budgeted positions, such personnel shall in all cases be paid in drachmas at the scale of wages prevailing in the country.

6. Budgets

He shall, from time to time, prepare budgets for all operations of the Administration within Greece, which budgets, after review and approval of Headquarters, shall become the authority to the Chief of Mission to take action and conduct operations within the scope of the budgets so approved.

7. Relations with Greek Authorities and with Inter-Governmental Agencies

He shall be responsible also for liaison with the Greek Government and the authorities in actual administrative control of areas of the country and with representatives of inter-governmental agencies in Greece.

8. Authority to Negotiate and Contract

a. The Chief of Mission shall negotiate with the Greek Government the agreement between UNRRA

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and the Government of Greece, the final text of which agreement he is authorized to sign on behalf of the Director General upon receipt by him of authority from the Director General. In addition, he shall negotiate such changes or modifications to the basic agreement as may from time to time be necessary, such changes and modifications to be subject, however, to prior approval by the Director General.

b. He shall, subject to the limitations mentioned in Paragraph (a) above, have power to negotiate separate agreements with any local authority in actual administrative control of any area of the country regarding UNRRA operations in such area.

c. In addition to the power conferred in paragraphs (a) and (b) above, he shall have power, on behalf of the Administration, to negotiate and execute all other contracts and agreements necessary for the prosecution of the Mission's operations in Greece.

9. Authority to Incur Indebtedness

a. Within the limitations of approved budgets and available funds, he shall have power on behalf of the Administration to incur indebtedness and to obligate and expend the funds of the Administration for the purpose of UNRRA operations in Greece.

b. Subject to the rules and regulations established by the Treasurer, he is hereby authorized to open, operate and manage, in the name of the Mission, such accounts in banks or other credit institutions as he deems necessary, and to delegate to staff members of the Mission such part of his authority as he shall find necessary or desirable.

10. Delegation of powers

He shall have the power to delegate to staff members of the Mission such of his powers, duties, and responsibilities as he may deem necessary.

B. Senior Deputy Chief of Mission

1. The Senior Deputy Chief of Mission shall be the second ranking official of the Mission. He will serve as the executive officer of the Mission. He will act as Chief of Mission in the absence of the Chief.

3 February 1945

C. District Director

Under the direction and supervision of the Chief of Mission the District Director shall:

1. Serve as the principal representative of UNRRA in the district, and be in direct and full charge of all UNRRA operations within the district.
2. Confer and negotiate with government officials and/or local authorities in actual administrative control of the district, and any other qualified representatives of agencies and groups in the district on matters relating to operation of the program.
3. Organize the district office and utilize the district staff in such manner as he may determine in the interests of effective operations. All UNRRA personnel operating in the district will be administratively responsible to the District Director.
4. Advise the Chief of Mission and the appropriate technical bureaus and divisions of the Mission Headquarters staff through the Chief of Mission on the operations of the program and the relief and rehabilitation needs of the district, together with recommendations and requests for meeting such needs.
5. Observe and make recommendations for modifications of the various aspects of the relief and rehabilitation program.
6. Serve as the channel for the receipt and transmittal of all orders, instructions and communications between Mission Headquarters office through the Chief of Mission and the district staff.

III. RELATIONS OF GREEK MISSION WITH BALKAN MISSION

Pending the dis-establishment of the Balkan Mission the relations of the Chief of the Greek Mission with the Balkan Mission shall be as follows:

- A. The Chief of the Greek Mission shall report to Headquarters through the Chief of the Balkan Mission.
- B. The Greek Mission will be under the supervision of the Balkan Mission and will look to the Balkan Mission for general guidance and assistance.

IV. COMMUNICATIONS

3 February 1945

Pending the dis-establishment of the Balkan Mission and the transfer of responsibility for the administrative supervision of the Greek Mission to ERO, the following Communications procedures shall be observed:

A. From the Mission to UNRRA Headquarters

1. All communications relating to the business of the Greek Mission shall be transmitted by the Mission Chief to the Chief of the Balkan Mission. The heads of the several bureaus and divisions of the Mission may, as necessity requires, transmit communications concerning their respective bureaus and divisions, but such communications will channel through the Chief of Mission who may make such comments as he deems necessary.
2. The Greek Mission shall send directly to Headquarters and ERO concurrently with their dispatch to the Balkan Mission, copies of (a) reports, and (b) such other communications about which the Chief of the Greek Mission thinks Headquarters and ERO should be promptly informed.
3. All communications transmitted to Headquarters shall be addressed to the Deputy Director General in charge of the Bureau of Areas and upon receipt at Headquarters will be channeled through the Southern European Division to the Deputy Director General for Areas for necessary action by the appropriate Headquarters bureaus and divisions.

B. To the Mission from Headquarters

1. Communications to the Mission will be addressed to the Chief of the Mission and will be channeled through the Southern European Division to the Deputy Director General for Areas, and will be transmitted by him to the Chief of the Balkan Mission for forwarding to the Greek Mission.
2. The chiefs of the several divisions in Washington may transmit communications for their respective divisions in the Mission. The procedure for transmission of such communications shall be as provided in paragraph 1 above.
3. Headquarters may send directly to the Chief of the Greek Mission, concurrently with their

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transmission to the Chief of the Balkan Mission, copies of any communications about which it thinks the Chief of the Greek Mission should be promptly informed. In urgent cases headquarters may communicate with the Chief of the Greek Mission for the purpose of requesting direct and immediate action by him on the subject matter of the communication, provided that a copy of any such communication shall be sent to the Chief of the Balkan Mission for his comments and recommendations.

4. Headquarters shall send directly to ERO, concurrently with their transmission to the Chief of the Balkan Mission, copies of all important communications addressed to or affecting the Greek Mission.

V. REVISIONS AND AMENDMENTS

This directive shall be subject to revision and amendment from time to time and shall be appropriately revised upon the liquidation of the Balkan Mission and the transfer of the supervisory responsibility for the Greek Mission from Washington headquarters to the ERO.

COPY

Balkan

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION
8, Sharia Dar El Shifa - Garden City - Cairo

19 January 1945
CAWA/663

Mr. M. Menshikov
Deputy Director General
Bureau of Areas
UNRRA
Washington, D. C.

Dear Mr. Menshikov:

When Senators Burton and Tunnell were recently in Cairo as members of the sub-committee of the Mead committee of the U. S. Senate, they held hearings regarding the various operations in this part of the world. Senator Burton expressed an interest in seeing one of the camps in operation, and therefore, rather than hold a hearing in Cairo, we made the trip to El Shatt and held it there.

The hearing consisted of a brief statement by me, explaining the operations of the UNRRA Balkan, Greece Yugoslav and Albanian Missions and the work of the camps. My testimony was followed by brief statements by Mr. Pierce, Director of Displaced Persons, Mr. Greenstein, Director of Welfare, and Mr. Beck, Director of Camps. In the course of the hearing Senator Burton asked that we supply him with information concerning the following:

1. A list of UNRRA Missions in various parts of the world.
2. A brief statement of the expenditures of the Balkan Mission, including the operation of the camps.

I enclose a copy of my letter to Senator Burton, which I believe is self-explanatory. I think it much better that this information be supplied by the Washington office and I am quite sure that some member of the Washington legal staff is fully familiar with the character of information requested at such hearings. I asked Mr. Tonkinson, our Principal Accountant, to supply me with information concerning our operations, and enclose statement from him, which may be of some assistance in preparing the statement for Senator Burton. As I gathered from his questions, he was not interested in any large, detailed report, but only in a general, brief summary of the cost of operations. I am quite sure that if there is any question about the character of information wanted Senator Burton will be glad to outline what he would like to have for the record.

Although the Senator did not set any deadline for receiving this information, I presume that the record will be printed shortly and therefore that the matter should receive the earliest possible attention.

Yours very truly,

Neville Miller, Senior Deputy Chief
Balkan Mission

NM/mv
Encl.

COPY

19 January 1945

Senator Harold Burton
Senate Office Building
Washington, D. C.

Dear Senator Burton:

At the time of the hearing at El Shatt you asked for certain additional information, and I wish to report to you as follows:

1. List of UNRRA Missions now in existence in different parts of the world. I think it would be best for our Washington office to give you a complete and up to date list. Mail takes some time to reach here and I am not sure that we have the latest information, especially concerning UNRRA's activities in the Southwest Pacific. I am therefore writing to Washington, asking that they supply you with the complete list.
2. Cost of operation of the Camps and of the Balkan Mission. I am also requesting that Washington supply you with this information.

It was very nice indeed to see you when you were here and I enjoyed our day at El Shatt very much. I hope you had a pleasant trip and that you arrived back safely. With kind regards, I am

Very truly yours,

Neville Miller
Senior Deputy Chief
Balkan Mission

NM/mv

COPY

19 January 1945

To: Mr. Neville Miller
Senior Deputy Chief of Mission

From: Principal Accountant
Balkan Mission

For your information I give you the estimated Administration expenses for the period from 1st May to 31st December, 1944.

Administration expenses in connection with Balkan Mission, including items which could not be allocated to Country Missions - \$680,000.

Expenditure in connection with Country Missions estimated at \$1,145,000.

The above figures include cost of transport from the U.S. and U.K. which in the average has cost the figure of at least \$500. per head.

On the basis of 40,000 refugees in our camps, it is estimated that 95 cents per day is the cost of maintenance per refugee.

The numerical strength for the Administration on the 1st June was 40, whilst by the 31st December it had increased to 787 to cover all Administration Headquarters for the Balkans with the exception of the Camps activities. Camps activities in June had a staff of 681, including British personnel lent by the Army and by the end of the year this figure had increased to 951. The number of refugees in June was 36,838 and at the 31st of December 39,704.

15 January 1945

TO: All Division & Bureau Chiefs
FROM: Dispatch Section, Bureau of Areas

Attached herewith is:

1. A questionnaire dated November 6th consisting of statements submitted by various Bureaus and Divisions of UNRRA Headquarters. (This questionnaire was taken to Cairo by Mr. Hugh Jackson of the Office of Regional Liaison.)

2. CAWA #534 dated December 22nd which answers the above questionnaire.

DISTRIBUTION

General Distribution

MEMORANDUM

6 November 1944

To: Hugh Jackson
From: George Xanthaky
Subject: Problems for Discussion in Caserta

Annexed are the materials prepared for your use in connection with the following discussions at Caserta:

I. Statements submitted by the several bureaus, divisions and offices of UNRRA.

Statements submitted by the several bureaus, divisions and offices are attached hereto under the following headings:

Section A - Financial Problems	-	Pages 2 to 7
Section B - Welfare Problems	-	" 8 to 11
Section C - Preparation of Budget	-	
Estimates	"	12
Section D - Public Information	-	" 13
Section E - Camps	-	" 14
Section F - Supply & Requirements	-	" 15 to 16
Section G - Personnel	-	" 17 to 18
Section H - Health & Medical	-	" 19 to 20
Section I - Distribution	-	" 21 to 22

II. Memorandum to Mr. Jackson from Mr. Xanthaky entitled "Proposed Organization and Staffing of the Overall Southern European Mission".

III. Memorandum to Mr. Jackson from Mr. Xanthaky entitled "Balkan Mission - Budget Problems".

IV. General.

Attachments: Memos & statements
as above-described.

SECTION A. FINANCIAL PROBLEMS

The outline is presented in the form of specific questions, as requested by you. As the financial problems concerning Greece, Yugoslavia, Albania, and Italy have common application to all these countries, they have been stated as a unit instead of being repeated separately under the heading of each country.

The financial problems concerning the Middle East and North African refugee camps have been stated separately.

I. CURRENCY SYSTEM OF PRESENT PERIOD

1. What are the currencies now in circulation?
2. How have they been introduced?
3. In what volume have they been circulated, and how is the volume controlled?
4. What is the exchange ratio between them, and what is their rate against the U.S. dollar?
5. What are the limitations on their use:
 - a. as to expiration of their validity?
 - b. as to their interchange?
 - c. as to their conversion into other currencies?
 - d. as to their exportation from the country and their reintroduction into the country?
6. What is the price level in these currencies of articles of first necessity:
 - a. as compared with first days of liberation period?
 - b. as compared with U.S. price level?

II. EXISTING FOREIGN EXCHANGE REGULATIONS IN GENERAL

1. What are the regulations governing the bringing into the country of:
 - a. Foreign currency, whether in banknotes, gold or silver?
 - b. Foreign travelers checks?
 - c. Foreign travelers letters of Credit?
 - d. Foreign bank checks, sight drafts, personal checks, notes, and other negotiable instruments?
2. Where, and under what regulations may such foreign negotiable instruments be encashed within the country, and:
 - a. Can they be paid in foreign exchange?
 - b. If paid in local currency, would the conversion rate be the set official rate, or would it be subject to adjustment under certain circumstances on the basis of cost of living indices?
3. What the regulations are governing the exportation of such instruments from the country:
 - a. If brought into the country from abroad during the present period subject to appropriate proof of entry?
 - b. If acquired within the country prior to the present period?

III. UNRRA STATUS AS REGARDS FOREIGN EXCHANGE RESTRICTIONS

1. To what extent are UNRRA's financial operations in the country subject to existing foreign exchange restrictions:

- a. In UNRRA's financial transactions within the country?
- b. In UNRRA's financial transactions with other countries?
- c. In UNRRA's receipts and disbursements for account of its non-native staff, its affiliated foreign voluntary agencies workers, local voluntary agencies workers, and locally employed staff, in connection with living and traveling allowances, salaries and salary allotments, etc.?

IV. EMIGRANT REMITTANCES

1. What is the present method of handling emigrant remittances?
 - a. How are these remittances paid to the recipients?
 - b. What is the size of the average remittance?
What is the estimated dollar volume per month?
 - c. What are the recipients generally able to buy with the proceeds?
 - d. How does, let us say, a \$20 remittance compare in local buying power (in local currency equivalent at the present price level) in representative items of food and clothing against the present U.S. retail level?
 - e. Would a recipient benefit in receiving through UNRRA a package containing food and clothing assortment worth \$20 at retail in the U.S. instead of the local currency equivalent? If so, to what extent? Please give a detailed explanation.

V. DETERMINATION OF PRICE LEVEL

1. As a basis for financing relief, the price level is

of primary importance. What machinery is employed for current determination of the country's price level?

2. To what extent will UNRRA share in the determination of the price level?

VI. UNRRA'S BANK FACILITIES -
PRICE LEVEL PROTECTION OF UNRRA'S FUNDS

1. What institutions are UNRRA's principal and subsidiary accounts maintained with? How are these institutions organized? What are UNRRA's arrangements as to interest, service charges, etc.? Are all UNRRA accounts specifically guaranteed by the National governments?
2. If the accounts are maintained in local currency, what are the arrangements for insuring the same purchasing power for UNRRA's funds when they are used as compared with their purchasing power when placed on deposit?
3. If the accounts are maintained in dollars, is there an arrangement to adjust their conversion rate to provide a purchasing power comparable to that existing when the deposit was originally made, notwithstanding any official conversion rate?

VII. PRICE LEVEL PROTECTION TO UNRRA PERSONNEL

1. It is essential that conversion rate adjustments accruing to UNRRA for the maintenance of the buying power of its funds should also inure to the benefit of its employees and affiliated personnel, so that their living allowances, travel allowances and salary allotments could be paid to them at a "fair price level rate" rather than at an arbitrary official rate which often does not reflect the current price level. What arrangements are now in effect or contemplated for the purpose of offering UNRRA personnel such protection? The importance of this matter cannot be overestimated.
2. If it is now customary to pay wages, salaries, or allowances in kind, in whole or in part, in order to maximize their

purchasing power, in a war disrupted economy, what would be the best possible plan to apply such arrangements to inure to the benefit of the UNRRA organization, including its locally recruited and foreign staffs?

VIII. RATIONING AND PRICE CONTROL

UNRRA's relief program will be particularly sensitive to the degree of effectiveness of rationing and price control policies in the relief areas.

1. What measures have been taken for the rationing of scarce commodities and how effective is their application?
2. To what extent is price control maintained:
 - a. On food, in the rural districts and in the urban centers?
 - b. On manufactured articles?
 - c. On rents, transportation and communication, public utilities, etc.

FINANCIAL PROBLEMS CONCERNING
MIDDLE EAST AND NORTH AFRICAN REFUGEE CAMPS

1. How can UNRRA's bank accounts maintained in local currency be protected:
 - a. Against depreciation of the local currency against the dollar?
 - b. Against a rising price level where there is no actual monetary depreciation?
2. If it should be advantageous for UNRRA to maintain dollar accounts rather than local currency accounts, what obstacles, if any, now exist to the opening of such accounts?
3. If any difficulties have been experienced by UNRRA's camp administrative personnel in obtaining replenishment of funds in their bank accounts, what are the precise recommendations as to improvement of the replenishment arrangements?

SECTION B. WELFARE PROBLEMS

1. Suggest Mr. Jackson discuss with Mr. Keeny the policy on relationships between the voluntary agencies and UNRRA and clear up the problem concerning Y.M.C.A. with which Mr. Jackson is familiar.
2. Suggest that requests for voluntary agency personnel in Italy be channeled through the headquarters office rather than directly to Mr. Keeny because of the possibility of questions resulting from the previous instructions in cable no. 647 applications should be made to the headquarters office and to Mr. Keeny at the same time.
3. Suggest Mr. Jackson find out Mr. Greenstein's plans; does he expect to stay on in the Balkans for an indefinite period or for a specific period? When will he return to Washington?

Reporting and Analysis of Welfare Operations

1. What plans have been developed to provide for periodic reporting by District Welfare Officers to the Country Mission level of welfare needs and the programs and services available to meet those needs? If such plans are available, can a copy be sent to Washington? What plans are developed for the analysis and use of District reports on the Country Mission level?
2. Can a copy of the plan for the special system for registration of children as noted in the September Report of the Balkan Mission be made available to Headquarters?
3. Can a copy of the special memorandum relating to the methods of determining need as outlined in the "Tentative Welfare Plan for Greece", 7 September 1944, be forwarded to Headquarters?
4. Has a formal procedure been developed for periodic

reporting of welfare activities in the camps? If so, can a copy of the reporting instructions be sent to Headquarters?

5. What plans have been prepared for reporting the welfare activities of each country mission to the Balkan Mission headquarters?
6. Special studies and information relating to current welfare needs in Greece, Yugoslavia, and Albania, mentioned in tentative welfare plans (7 September), would be of particular interest to the Headquarters office. Can such material be made available to Headquarters as it is obtained?
7. Have any estimates of welfare requirements been made for Greece, Albania, and Yugoslavia? Can these be made available to Headquarters?
8. The tentative Welfare Plan for Yugoslavia, 7 September, states that a Welfare Handbook and a guide to field reporting have been prepared. Can copies of these be furnished Headquarters?

Voluntary Agency Activities

1. What additional functions should be undertaken by voluntary agencies in light of plans developed for government action assuming that the resources of voluntary agencies remain as at present--that is, approximately \$2,000,000 cash, \$5,000,000 in kind, and an indefinite amount through individual channels?
2. How are the voluntary agency people going to be used in Yugoslavia?
3. Does the National Committee for the Distribution of Relief Supplies provide a satisfactory mechanism for the coordination of relief in Italy, and what is its relation to other agencies operating in Italy? Will UNRRA coordinate all relief activity in Italy or just the activity which is

related to the specific program of UNRRA in Italy? If the latter, what is the overall coordinating mechanism?

4. What can American Relief for Italy do to be most helpful in light of the transportation and distribution situation --for example, should they cut down on the shipment of certain supplies and ship trucks instead?

Personnel

1. What plans are being made for balancing distribution of welfare specialists in the Balkan Mission? At present the only specialist attached to the Balkan Mission Headquarters is the Camp Welfare Specialist and apparently she is slated to become Director of Welfare for the Balkan Mission later on. For Yugoslavia there are one Camps Specialist, one Procedure Specialist, one Feeding Specialist, one Information and Advice Specialist, two Child Welfare Specialists, and two specialists whose functions are not designated. Greece is assigned one specialist in each of the following four categories--Child Welfare, Feeding, Shelter, and Occupation and Self-Help.

Welfare Supplies

1. Are the following supplies and equipment for Welfare Service being provided and used in the Balkans, during the military period:

- Temporary feeding centers for 100 persons.
- Temporary feeding centers for 1,000 persons.
- Special feeding station for infants and children up to six years of age.
- Mobile kitchens.
- Mobile laundries.
- Mobile shower units.
- Mobile canteens.
- Any other equipment essential for welfare services.

2. Will they be needed by UNRRA during the period of UNRRA responsibility?
3. Will they be transferred to UNRRA from military stocks, or will UNRRA have to procure in whole or in part what is needed?
4. If UNRRA procurement is necessary, can any reasonable estimates be made at that time as a basis for initiating procurement?

I am attaching two copies of the proposed General Bulletin on supplementary projects conducted by American voluntary agencies. We should be very grateful if Mr. Jackson would discuss this with Sir William Matthews and Governor Cochran. A copy of this is also being forwarded to the Cairo Office.

1. Can the voluntary agencies assume that plans for the use of voluntary agency personnel in Yugoslavia and Albania are similar to those for Greece?
2. Is it planned to use voluntary agency workers in a supervisory capacity over a large area or in a local office or both?
3. To what extent are U.S. voluntary agency workers being used in teams?
4. Does Sir William believe that the voluntary agencies of the United States should undertake to recruit non-technical personnel? The voluntary agencies feel that the UNRRA-Washington position which opposes such recruitment is correct. However, if the final decision is to recruit some non-technical personnel, the U.S. voluntary agencies want to cooperate, and certain agencies are prepared to recruit a limited number of non-technical people. In connection with the team plan of operation, Mr. King said the voluntary agencies feel it would be a mistake to assume that all members of a team should be from the same agency. Are teams made up of people from different agencies?
5. Would Sir William want a committee attached to the Balkan Headquarters to represent the voluntary agencies in relations with UNRRA? There is now a Cairo Council of Voluntary Agencies, and Mr. King asks whether this Council will be moved to the new Balkan Mission Headquarters or whether it is desired to form a similar Council at Balkan Mission Headquarters.

SECTION C. PREPARATION OF BUDGET ESTIMATES

It will be most helpful to the Budget Division if the officials of the UNRRA missions may be advised of the detailed information which is necessary to be included in their budget estimates in order that the Budget Division in Headquarters Office may develop the Allotment Orders for the authorization of funds and for the authorization for the distribution of commodities for each mission.

The amended Budget Division work file which has to be developed in order to effect an authorization for a mission. The mission officials are in a much better position to figure estimates for the various categories than is the Bureau of Areas or the Budget Division in the Headquarters Office.

The three columns on the work sheets represent the estimate requested by the mission and reviewed by the Bureau of Areas, the estimated amounts recommended by the Budget Division and the estimates which are finally approved by the Director General.

SECTION D. PUBLIC INFORMATION

Most of the things that are concerning us in connection with the Greek, Yugoslav and Italian Missions center on the lack of detailed information here concerning the progress of some information projects, particularly in the picture field, which will eventuate in material for distribution in this country and Canada.

We would appreciate a full report on the current status of the project for a Ministry of Information film on the camps, on arrangements with the military and MOI camera parties for getting footage and stills showing relief needs and relief operations in Greece and (if there is a military period which will put U.S.-U.K. military and information agency camera parties into the latter country) in Yugoslavia.

There is one matter of policy on which we would like to have a word from Mr. Jackson given Sir William Matthews and his aides. Please explain to them that at present there will be a better, heavier play in the U.S. press and radio on stories of UNRRA activities which originate at the scene of action from military headquarters than on stories which originate at UNRRA headquarters in Washington. This is the reason for our twice-repeated recommendation that every effort be made to arrange the issuance of such stories by the military authorities. I have already sent this work to Birk, but reiteration to Sir William should help.

SECTION E. CAMPS.

Camps in Yugoslavia

Negotiations are being conducted in Washington with representatives of the Yugoslav Government relative to the Camps problem of their country. According to advice from Cairo it appears that AML considers that the establishment and control of refugee camps must be the responsibility of the sovereign government or whatever local authority is in control. The sole exception is in the case of a small or alien group for which no other help except that which AML or UNRRA can provide is available.

On the other hand the CCAC plan indicates that ten (10) camps will be established in Yugoslavia with each camp for 10,000 persons, and that 750 tons of camp equipment except sanitation and transportation will be provided by the military.

If UNRRA will be called upon to participate in the Yugoslav camp program more detailed information will be necessary for programming and requisitioning of supplies.

Philippeville

From information at hand it does not appear that the full complement of Yugoslavs will be forwarded to Philippeville. It is probable that Spanish nationals, Sephardic Jews, or stateless persons will be processed there. An expression from AFHQ would be helpful as to the probable duration of Philippeville as a reserve project for stateless persons.

Italy

An expression from AFHQ should be sought as to what facilities will be necessary for the displaced United Nations nationals, in the north of Italy or in camps which have not been taken over by UNRRA. These camps would be in addition to the three previously taken over by UNRRA in Southern Italy.

SECTION F. SUPPLY & REQUIREMENTS

1. What are the overall requirements of the camps?

You will remember that we have been trying and trying to get this information with relatively no results.

2. What is the situation with reference to the question of the military furnishing transportation facilities for UNRRA administrative personnel?
3. Can the Balkan Mission supply us now with an initial but comprehensive report as to:
 - (a) The apparent availability of supplies other than military supplies, showing prices ranges, etc.
 - (b) Possible availability of military surpluses in the future.
4. What are the names, qualifications, skills, positions and salaries of those persons who have been employed in the Mediterranean area for industrial rehabilitation, agricultural rehabilitation, and requirements and supply work?
5. Is it possible for the Mission to send us a rather comprehensive report on what they know about industrial rehabilitation problems, such as:
 - (a) The degree of damage to housing facilities, factories, industries, etc.
 - (b) General information as to fuel conditions.
 - (c) What about the ship building industry, textile, cement and farm implements plants?
 - (d) Are plans being made for training refugees in camps in order to provide persons capable of using mechanical equipment and tools?

- (e) What are the most urgently needed construction materials for "first aid" repairs, etc., etc.

As yet we have received no information of this nature from the Balkan Mission.

SECTION G. PERSONNEL

1. Reporting. - The Division of Personnel and Training now has in preparation a statement on the personnel procedures and activities now in operation at headquarters which will shortly be transmitted to the Balkan Mission headquarters. A similar report to headquarters will be requested on field operations. Can attention be given immediately to the development of a field report which will fully inform headquarters of current activities and will delineate the area in which close coordination is needed between headquarters and the field?
2. Recruiting - What plans and procedures need to be developed for the employment of local personnel in UNRRA operations? Can arrangements be made with theatre commanders to obtain personnel for UNRRA from the armed forces of the United States or other allied countries?
3. Field Regulations - The comments of the Cairo office on the draft field regulations have been reviewed and have been incorporated in a revised draft which will be issued when the comments of the European Regional Office have been received.
4. Effects of Salary Differentials - Have there as yet been any morale problems arising from the differences in salary paid to employees by reason of the fact that they were recruited in different countries? What suggestions can the Cairo office offer for greater standardization of UNRRA salary scales?
5. Operation of a Promotion Plan - Has any formal plan been adopted for considering employees for positions of higher grades within the Cairo office or for overseas assignment from that office? What suggestions can they make for establishing a promotion system covering both headquarters and field offices?
6. Utilization of the Probational Period - Has any formal plan been adopted for evaluating employees during the probationary period or confirming appointments of satisfactory probationary employees?

7. Development of Efficiency or Service Ratings - What suggestions can the Cairo office offer to help us in developing a plan for service ratings? Will it be feasible for the same system to apply in both headquarters and the missions?

SECTION H. HEALTH & MEDICAL

1. What is the present status of G-5, AFHQ, regarding its own medical staff? If they still have no permanently assigned medical staff, from whom do they secure advice on health problems?
2. (a) What action has been taken on Dearing's recommendation to Matthews (via Roseman and Pickard) that he include a Medical Liaison Officer (such as Musson) with the Balkan Mission group and the AFHQ? Has anyone been assigned and what has he been able to discover and accomplish?

(b) What are the arrangements for Health Division advice to Elkington on health and sanitation supplies at AFHQ?
3. What disposition of Philippeville medical personnel do Emge, Reekie and the Balkan Mission propose?
4. What arrangements have been concluded for the care of U.S., UNRRA and Voluntary Agency personnel by USAFIME in accordance with War Department Cable WARX 24854 and UNRRA cable 244? (Discussed by Dearing with Chief Surgeon, USAFIME)
5. (a) What policies have been established for the Mission regarding immunizations (required and optional) for field personnel?

(b) What physical requirements have been established for locally recruited field personnel?
6. What steps have been taken to reorganize the Medical Division in accordance with Dearing's recommendations, particularly as regards Hyde and Kirk?
7. What is the arrangement for Medical Division supervision of health and sanitation supplies for the Camp Division (MERRA) of the Balkan Mission under the proposed plan for independent procurement of Camp Division supplies?
8. What is the indication from field operations to date regarding

the demand from UNRRA Health Division for any or all of the countries in

(a) Health education - aimed specifically in instructing the population in basic environmental sanitation, facts about malaria control, typhus control, etc.?

(b) A dental health program?

(c) Instructing local physicians in the use of the pure drugs supplied by UNRRA instead of the mixtures to which they have been accustomed, and promoting their use? Is there not a need for clinicians who have ability as teachers and promoters to do this in, for instance, Greece? How many are needed?

8. What is the present status of plans for an isolation center or sanitarium for tuberculosis patients from the MERRA camps? Is an institution to be established in Italy according to the arrangements Weber undertook to make?

SECTION I. DISTRIBUTION

1. Yugoslavia, Albania and Greece

A. During the military or partial military period

1. What is the military plan for distribution? Is it the same for all types of civilian supplies? Food? Clothing? Medical supplies? Agricultural supplies?
2. What type of supervision does the military plan over the rationing of goods to consumers? Price control? Allocation of supplies? Collection of agricultural supplies?
3. How will distribution to the destitute part of the population be handled?
4. What system of reporting and control has been outlined to insure suitable distribution?

B. UNRRA period

1. What information can the Missions supply us as to the methods the several governments intend to use to distribute UNRRA goods? Free distribution? Of consumer goods not distributed free? Of agricultural supplies? Of industrial commodities?
2. What information do they have as to the types of rationing, price, and distribution controls the governments intend to use?
3. Can the Missions supply us current information on the condition, location, and extent of warehouse and transportation facilities that may be available for moving UNRRA goods in the areas which have already been liberated?
4. Have the Missions any ideas as to the attitudes of the governments toward the use of UNRRA observers within the country to determine how UNRRA supplies are being distributed? Has there been any definition of their duties? Of their number and location?

5. Have there been any discussions as to types of technical personnel which will be required by or acceptable to the governments in expediting the movement, storage, and distribution of UNRRA supplies?
6. Have there been any discussions of where the governments would like to have transfer of title and possession of goods take place? Of how the governments would like local currency proceeds to be used? What ideas have been developed by the Missions?
7. Have the Missions outlined any procedures, reports, or forms for handling the transfer and movement of supplies with the liberated country, or for reporting to UNRRA how supplies have been distributed and what the proceeds from such distribution are? Headquarters at present is developing the basic information that will be required, together with basic forms which will be adapted by each country mission to meet its special needs and would welcome any suggestions from the Missions.

II. Italy

1. Can the Missions supply us current information on the conditions, location and extent of warehouse and transportation facilities that may be available for moving UNRRA goods in the areas which have already been liberated?
2. Have there been any discussions as to types of technical personnel not available in Italy which will be required by or acceptable to the governments in expediting the movement, storage, and distribution of UNRRA supplies?
3. Has the Mission outlined any procedures, reports, or forms for handling the transfer and movement of supplies within the country?

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

8, Sharia Dar El-Shifa - Garden City - Cairo

22nd December 1944.

CAWA/534

TO: Deputy Director General,
Bureau of Areas,
1344 Connecticut Avenue,
Washington.

FROM: Office of Chief of Balkan
Mission, Cairo.

Mr. Hugh Jackson when he visited Cairo left with the Balkan Mission a questionnaire dated 6th November consisting of statements submitted by several bureaux and divisions of UNRRA Headquarters in Washington.

Enclosed are three copies of the Balkan Mission's replies to that questionnaire. Final replies to Sections A and G are at present being prepared and will be forwarded as soon as possible. On Section I such information as is available is being collected from the country missions.

s: M. C. C. HARSH

For Chief of Balkan Mission.

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

15 December 1944.

FINANCIAL PROBLEMS

Section A.

Owing to the absence of the Economic and Financial Adviser in Athens and Bari, it has not yet been possible to prepare answers to problems raised while UNRRA's operations have not so far developed sufficiently for many of the questions to be answered, the Economic Adviser will shortly have available all the latest information which will be forwarded to Washington.

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

15th December, 1944.

WELFARE PROBLEMS

Section B

Mr. Greenstein met with Mr. Jackson in Italy and discussed his plans with regard to his stay with the Balkan Mission.

Reporting and Analysis of Welfare Operations

1. No plans have yet been developed for periodic reporting by District Welfare Officers to the Country Missions. Country Missions are now giving this matter consideration and when plans are available they will be submitted to Headquarters.
2. Plans for the special registration of children have not yet been fully developed.
3. The memorandum on methods of determining need was drawn up only in tentative and draft form and has not yet been issued.
4. No formal procedure has yet been developed for periodic reporting of welfare activities in the Camps. Efforts are now being made to secure regular detailed reports.
5. Monthly reports of welfare activities have been requested of each Country Mission. As these reports are received they will be forwarded.
6. The Balkan Mission Welfare Division will try to make available to Headquarters special studies and information on current welfare needs as they are received from country missions.
7. No estimates of Welfare requirements have been made for Greece, Albania and Yugoslavia.
8. Welfare Handbook and a Guide to Field Reporting are still in tentative form and have not been completed. When ready copies will be furnished to Headquarters.

Voluntary Agency Activities

1. It will be possible to determine additional functions to be undertaken by Voluntary Agencies only after Welfare Missions are in the countries of operation in the light of actual knowledge and experience.
2. Until present discussions with Yugoslav authorities are

concluded it is impossible to determine how the Voluntary Agencies or Welfare staff are going to be used in Yugoslavia.

Personnel

1. At the present time only one Welfare Specialist has been assigned to the Balkan Mission. All other Welfare Specialists who have arrived have been distributed between Greece and Yugoslavia. Further assignments will be made as Welfare Specialists arrive on the basis of the respective needs of the Country Missions.

Welfare Supplies

None of the supplies and equipment listed have been provided for use in the Balkans.

Page 11a

1. Plans for the use of Voluntary Society personnel in Yugoslavia depend upon negotiations and discussions now taking place with the Yugoslav authorities. Plans for the use of Voluntary Agencies in Albania are similar to those for Greece.
2. Wherever possible and where needs exist it is planned to use Voluntary Agency workers in a supervisory capacity over areas or in local offices.
3. With one or two exceptions no Voluntary Society workers from the U.S. are now being used in teams.

UNITED NATIONS

RELIEF AND REHABILITATION ADMINISTRATION

UNRRA and the United Nations Relief and Rehabilitation Administration (UNRRA) are the only organizations in the world which are engaged in the relief and rehabilitation of the victims of the Second World War.

15th December, 1944

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PREPARATION OF BUDGET ESTIMATES

UNRRA Mission

Section C.

It is agreed that UNRRA Missions should be advised of the detailed information which is required for inclusion in

budget estimates and the Balkan Mission would be greatly assisted if this information were forthcoming.

The first sentence of the second paragraph is obscure, but the Balkan Mission is in full agreement into the second sentence.

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

15 December 1944.

PUBLIC INFORMATION

Section D.

The current status of the MOI film project in the Yugoslav camp is that film shooting will be finished at El Shatt about the 22 December, after which the films will be developed in London, and uncut lavenders will be edited in London and Washington. Satisfactory facilities for cutting and editing are not available in Cairo.

No prospect exists for arrangements with military camera parties at the present time.

It is agreed that a Cairo dateline is better for the release of stories to the U.S. press and this practice is being followed.

(Fuller details can be found in correspondence from the Director of Public Relation, Balkan Mission to the Director of the Public Information Division).

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

15 December 1944.

CAMPS.

Section E.

Camps in Yugoslavia

The Displaced Persons Division of UNRRA is not responsible for displaced Yugoslavs within the national boundaries of Yugoslavia, and the Camps Division has responsibility only for the Camps in the Middle East. At the same time the Displaced Persons Division is interested in camps which may have to be established for such displaced foreigners as may be found in Yugoslavia and in reception centres for Yugoslavs being returned by UNRRA to their country from other areas. Both these possibilities are at present being discussed here. UNRRA has personnel available in the Middle East camps who could be transferred with the refugees and could make available contribution to the administration of any camps which are set up in Yugoslavia itself.

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

15 December 1944.

SUPPLY AND REQUIREMENTS

Section F.

1. The Overall requirements of the Camps.

The Middle East Supply Bureau of UNRRA is at present making an overall analysis of supplies for the camps and a full report will be available very shortly. It is also proposed to submit to Washington as soon as possible a full report on the requirements of the camps for the period beginning 1st April 1945. While requirements over the next 3 - 4 months will of course have to be largely procured in the Middle East, the Balkan Mission will present as full a picture as possible of immediate requirements so that anything which can be shipped in time can be purchased in U.S.A.

2. Military Transportation for U.N.R.R.A. administrative Personnel.

The transport situation is at present under discussion. Owing to the shortage of vehicles in the Middle East there is a danger that U.N.R.R.A. will be unable to procure all the transport it needs. The present position is explained in the following cables:-

Washington to Cairo Nos. 581, 743.

Cairo to Washington Nos. 653, 693, 780

3. a) The availability of supplies other than Military Supplies.

The position is still substantially the same as reported in cable No. 588 to Washington dated 12 October. Broadly speaking such supplies as are available are in general of poor quality and their prices are exorbitantly high.

b) The availability of military surpluses in the near future.

On present evidence there are not likely to be any military surpluses in the Middle East. The Middle East Supply Bureau is in touch with the Military on this matter and a certain quantity of material is being obtained from the Military at Abbassia.

4. Personnel

The following information is at present available:-

a) Personnel in Food and Agricultural Rehabilitation Division

Name	Title of Position	Salary
Lincoln D. Kelsey	Director of Agricultural Rehabil.	6000
Wilfred Johns	- ditto -	6000
Millard Peck	Agriculture Rehabilitation Spec.	5000
Laurel L. Scranton	Director, Agric. & Fish. Div.	5000
W.D. Hubbard	Acting Dir., Agric. & Fish. Div.	5000
Crawford M. Bishop	Food Processing Specialist	5000
Antonios Flakidis	Agricultural Rehab. Officer	4500
N.O. Nash	" " "	4500
Grace I. Neely	" " "	4500
C.J. Alexopoulos	" " "	4500
Herbert D. Smith	" " "	4500
Frank Woodward	" " "	4500
H.K. Hewison	" " "	4500
G. Polychroniadis	" " "	L.E. 45 per month
G. Gharbis	" " "	" 45 " "
C. Harvey	" " "	" 45 " "
Dr. O. Mandl	" " "	" 80 " "
F. Vernudaki	Fishing Specialist	" 76 " "
D. Revithaki	Assistant Fishing Specialist	" 45 " "
G. Scrivanos	Secretary	" 30 " "
Mrs. E. Yorke	Secretary	" 36 " "
Mrs. E. Berkovsky	Shorthand Typist	" 30 " "
Mrs. K. Greenway	Shorthand Typist	" 30 " "
J. Tsandanis	Fishing Instructor	" 30 " "
N. Tsandanis	" "	" 30 " "

42 men and women repairing fishing gear, as an extension to refugee camps activities.

b) Personnel in Industrial Rehabilitation Division

Mr. O.R. Verity - Director of I.R. Division, Greece Mission, British, age 58, previously the Commercial Manager of the Athens-Piraeus Electricity Company, and was with American Westinghouse Company in England on technical schemes for Italy. Mechanical and Electrical Engineer, Salary \$ 6800. Budget Line 365.

Capt. Harvey William - Acting Chief of I.R. Division for Albania, British, age 40, previously Royal Engineers Middle East Command, and Industrial Advisor to Thames-side. Development Board, London, Salary L.E. 1250 Budget Line 379.

Mr. C.L. Roberts - Mechanical and Electrical Engineer, British, age 55, previously technical advisor to General H.Q., M.E. Forces, and Mechanical and Electrical Engineer in Palestine Government. Salary L.E. 840. Budget Line 281. Att: Balkans H.Q.

Mr. A. Vassiliou - Mechanical and Electrical Engineer, Greek, age 36, previously with Philips Orient Company as Chief of Production in mechanical workshops, and with Johnson Drake and Piper, U.S. Army Contractors in Middle East. Served apprenticeship in Coal Mines in France and at an Electric Power Station in Egypt. Salary L.E. 720. Budget line 373. Att: Balkans H.Q.

Mr. G. Massouda - Architectural engineer, Egyptian, age 30, Bachelor's degree of Architecture, Egyptian University, previously Chief Draftsman at Headquarters U.S. Army, Middle East. Salary L.E. 500. Budget Line 378. Att: Albania Mission.

The following appointments are pending:-

P. Saar - Mechanical and Electrical Engineer, Czecho-Slovak, Salary L.E. 600. for I.R. Albania.

A. Schaeffer - Mechanical and Electrical Engineer, French, Salary L.E. 1250, for I.R. Yugo-Slavia.

J. Sawitzki - Mechanical and Electrical Engineer, Palestinian, Salary \$4,000, for I.R. Greece.

5. Industrial Rehabilitation Problems.

a) Degree of damage to housing facilities, factories, industries

Reports received are mostly sketchy and not comprehensive. There is no doubt however that damage to dwellings in Albania and Greece has been widespread and severe. Little information is available from Yugo-Slavia. Reports on damage to industrial plants is very incomplete and frequently contradictory. Advance calculations have been made of probable requirements for Greece. These are being checked on the spot.

b) General information as to fuel conditions.

Very little information has been received as to the present situation but it is known that in Greece fuel is extremely scarce and that electricity undertakings have had to limit supply very severely.

c) What about shipbuilding, textiles, etc.

Very little is known as yet, but it is believed that textile industries have not been very much damaged.

d) Are plans being made for training refugees in camps in order to provide persons capable of using mechanical equipment and tools.

Workshops have been operating almost since the inception

of the camps but their scope has been limited because of the difficulty in procuring materials. The equipment ordered from the U.S.A. last summer - sewing machines, tool kits and portable workshops - have not yet been received. Their arrival would make possible a considerable improvement in the training programme. It is not expected that Industrial Rehabilitation Division will be able to make direct use of the craftsmen thus trained but when they return and settle down their newly acquired skill will undoubtedly prove helpful indirectly by hastening re-housing and providing mechanics for manning rural mobile and stationary repair shops for motor vehicles and tractors.

e) What are the most urgently needed materials for 'first aid'.

Lumber for beams, sheer legs, doors and windows
Nails - 16d - $1\frac{1}{2}$ " long, 8d - $2\frac{1}{2}$ " long, 6d - 2" long,
2d - 1" long, etc.

Corrugated iron sheets

Cement

Roofing pitch

Roofing felt

Glass or substitute

Rope $3\frac{1}{2}$ " and $2\frac{1}{2}$ " circumference

Iron piping 1" with fittings and faucets

Hardware for doors and windows

Sand screens $\frac{1}{4}$ " mesh

Gravel screens $1\frac{1}{2}$ " mesh

Concrete mixers, wheel barrows, blocks and tackle.

Kits for excavators, masons, carpenters, also for plumbers and electricians.

The above is all for repair of dwellings. For industries it is anticipated that the most urgent materials will be:-

Steel joists, sections and bars and rounds steel plates, steel and cast iron tubes.

Belting and fasteners.

Line shafting, plummer blocks, brackets and pulleys.

Materials for repairs to electric machines (mica, micanite, tape, copper wire, insulating varnish, etc.)

Electric wiring switches, insulators, etc.

Transformer oil,

Electric motors

Petrol-electric generating sets.

Welding equipments

Centrifugal and high lift pumps

Stationary petrol engines

Petrol Driven air compressors.

Portable saw mills

Mobile repair shops for road vehicles and tractors

Oxygen plants and cylinders

Sheets of packing material (for Gaskets)

Emery cloth and paper

High speed tool steel, files, twist drills

Babbitt metal, tin, flux

Etc.

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

8, Sharia Dar El-Shifa - Garden City - Cairo

CAWA 539

23rd December 1944

TO: Deputy Director General,
Bureau of Areas,
UNRRA, Washington.

FROM: Office of Chief of
Balkan Mission, Cairo.

SUBJECT: Albanian Mission Report
for week ending 17 December.

Attached for your information is a copy of
the above-mentioned document, together with the
attachments listed at the end of the report.

M.C. Cozens-Hardy

For Chief of Balkan Mission.

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

Albania Mission

18 December 1944

TO: Sir William Matthews
Chief of Balkan Mission, UNRRA

FROM: Dudley H askell
Chief of Albania Mission, UNRRA

SUBJECT: Report for the Week Ending 17th December 1944

A. Personnel.

1. On December 17 the Chief of Mission unfortunately sprained his ankle badly while walking to the office. He was taken to the 26th U.S. Military Hospital in Bari. Though he will have to remain there for at least 5 days, this should not preclude him from remaining in close touch with the Mission. He has appointed Mr. Floud as Acting Chief of the Mission in his absence.

2. Personnel of the Mission now at Ruvo have increased during the week from 33 to 42. The following table shows the distribution of the staff between the various Divisions:

Division	Already Here	New Arrivals	Total
Chief of Mission's Section	3	0	3
Finance and Administration	4	7	11
Distribution and Transport	11	1	12
Health	5	1	6
Welfare	3	0	3
Agricultural Rehabilitation	1	0	1
Industrial Rehabilitation	3	0	3
Requirements and Supply	1	0	1
Intelligence	1	0	1
Public Relations	0	0	0
Displaced Persons	1	0	1
TOTAL	33	9	42

3. Voluntary Society personnel have been arriving in separate parties, and the three Units are now at full strength with the exception of 4 deficiencies in No. 10 RRU. These have been caused by the withdrawal of 4 BRCS members which took place at the request of the BRCS and with the consent of the Chief of Mission. Steps are being taken to meet these deficiencies. When this has been done the total complement of the 3 Units will be 31.
4. As a result of negotiations between the Yugoslav and Albania Missions a Transport Officer has been lent to the latter, and it has been agreed that if the Albania Mission goes into the field first it may call on the services of 9 Welfare Officers from the Yugoslav Mission together with 4 other Officers suitable for posts as Distribution Officers, and 1 Secretary.
5. These new arrivals have greatly strengthened the Mission and in particular have enabled the Finance and Administration Division to start work on a proper basis.
6. Now that operations in the field may be imminent it has been essential to request the immediate withdrawal of one or two members who are obviously unsuitable for their posts and whose

continued presence merely serves to disturb the work of the Mission.

7. For the same reason it is essential that the plans already formulated for recruiting additional personnel to complete the full membership of the Mission should be implemented as soon as possible.

B. Planning

1. The week has been filled with discussions with ML concerning the preparation of the Mission's operational plans.
2. During the absence of the Chief of Mission in Cairo, the Commander ML, asked for the preparation of plans for each Division to be jointly agreed with the appropriate ML Branch. The preparation of these plans was handicapped by the absence of a Financial Directive from ML, but plans for all Divisions except Finance and Administration were prepared and were agreed with the appropriate ML Branches and submitted to the Commander. (Plans for all Divisions except Finance and Administration and Distribution and Transport, are attached)
3. At the same time a draft over-all Plan covering the operations of the Mission as a whole was prepared at a meeting at which Col. Maxwell and Mr. Gerstenzang were present. (Draft plan attached.) At this meeting 3 points were raised on which it was considered that assurance should be obtained from ML:
 - (1) The promise of full Army services for the Mission in the field;
 - (2) A ruling on the outstanding financial questions;
 - (3) An assurance on the extent to which the Administration might be implicated in a hostile landing operation.
4. A meeting with the Commander took place on 9 December, at which the draft Over-all Plan was agreed with certain revisions. (Minute and Revised Plan attached). As will be seen from the Minute, an assurance was obtained concerning the provision of services, though the Commander stated that no personal transportation would be available. No settlement of the outstanding financial points could be obtained in the absence of a directive from AFHQ. (See attached note on outstanding points)
5. Since this meeting the Mission has been mainly concerned with the reassessment of plans as originally drafted, with the formulation of a Finance and Administration Plan, and with the integration of the various Plans to form a coordinated whole. This work should have been undertaken prior to the submission of the Plans to the Commander, but was not possible owing to lack of staff.

Finance and Administration

6. The Finance and Administration Division has not yet been able to draft its Plan in the absence of a financial directive. In the meantime it has been undertaking the following tasks:
 - (i) Preparing the Budget for the first quarter of 1945;

- (ii) Preparing the necessary accounting documents which have been presented to the Finance Officer (ML) for approval.
 - (iii) Allocating the administrative work among the new arrivals to the Mission.
7. Once the outstanding plans have been completed it will be necessary for the Division to prepare a comprehensive guide to the Mission's composition, functions and operations, including a short guide to the ML organization, for the benefit of all members of the Mission.

Distribution and Transport

8. The Division has been reconsidering its Plan in the light of the Commander's comments. Some modifications have been introduced, mainly in the Warehousing Section. The revised draft as finally agreed with ML should be available next week and will be included with next week's report.
9. The Division has also been engaged in the preparation of detailed delivery notes, etc., for use in the field.

Welfare Division

10. In conjunction with the Director of Welfare, and with the Principal Medical Officer and Chief Relief Officer, ML, the Division has been conducting a course of final pre-entry training for the Voluntary Society Units, including checking of all items of equipment. Steps are being taken to make up all equipment deficiencies.

Health Division

11. The Division has been reconsidering certain aspects of the Plan, including the location of personnel in the field, the plan for the Sanitary section, and the relation of the Nursing Plan to the main Plan. Substantial modifications will probably be introduced into the original Plan, and it is hoped to agree these with ML in the course of the week.

Requirements and Supply

12. This Division has now completed the submission of detailed estimates for Food and Clothing programmes. The Agricultural, Industrial, and Sanitary supplies estimates are nearing completion.

Intelligence Section

13. This Division, which was behind in its work, has been assisted by the voluntary help of several members of the Mission and of the Voluntary Societies who had little work of their own. As a result, all the earlier intelligence reports have been collated, filed and indexed, and the Division is preparing a note for all new members of the Mission giving a short summary of the present political situation in Albania. It also proposes to issue an intelligence summary to the Mission each week.

C. Domestic

1. The steady increase in the size of the Mission has placed a considerable strain on the billeting and commissariat sections. Difficulties have been overcome in all cases as a result of willing work, particularly of the members of the Welfare Division.

2. Personnel are now billeted in a series of buildings in different sections of the town. In the future it will be necessary for new arrivals to be placed with Italian families rather than in large communal dormitories.
3. Heating difficulties in the offices have caused some trouble, but these will shortly be met by the purchase of stoves.

D. Morale

1. The increase in the strength of the Mission, the amount of detailed work involved in the preparation of plans, and the obvious imminence of operations, have greatly improved the general morale of the Mission. Though certain signs of demoralization have unfortunately been noticeable in the case of a small minority, it is hoped that this situation will be shortly cleared up by the withdrawal of the members in question.
2. It must also be stated that some uneasiness and dissatisfaction seems to be present in the minds of some members as to the extent to which UNRRA may be involved in a hostile military operation. It is hoped to obtain specific assurances from the Military which will remove these apprehensions.

Attachments:

1. Plan for Health Division (Appendix C)
2. Plan for Welfare Division (Appendix D)
3. Plan for Industrial Rehabilitation (Appendix E)
4. Plan for Agricultural Rehabilitation (Appendix F)
5. Draft Over-all Plan - Has already been duplicated and distributed.
6. Minutes of UNRRA-ML Meeting - " " " " "
7. Revised Over-all Plan
8. Note on Outstanding Financial Questions.

APPENDIX C
Health Division.

SECRET

1. Introduction

- (a) The Medical Relief Plan of ML HQ (Albania) forwarded under cover of this office letter A/1008/17/Ked dated July 1944 remains virtually the same except in so far as its scope will necessarily be reduced and the difficulties of execution be enhanced by all round reductions in Military and UNHRA Personnel.
- (b) It is not proposed to repeat details of the Aim, Limitations, Vital Statistics and Special Health Problems, etc., for which the original plan should be consulted, but merely to indicate, in a general way, the organisational Frame work round which Public Health Relief measures will be built. It must be emphasised that the proposals made here cannot in any way be considered hard and fast but will be dictated by circumstances.
- (c) The detailed application of this new plan will be considered in three phases:
1. Period after entry
 2. Intermediate Period
 3. Full operation period

2. M.L. Resources

(a) Staff and Units.

I) Military Staff.

<u>Available;</u>	<u>Likely to be available in the near future</u>
P.M.C..... 1	Hygiene Officer..... 2 or 3
Joint PMO..... 1	(In lieu of RMOs)
Staff Captain.... 1	Sanitary Inspectors..... 4
Stores Officer... 1	(S.Sgts. RA, C)
Clerks..... 3	Stores Personnel..... 3
Stores Personnel. <u>5</u>	Nursing Orderlies in
12	lieu of clerks..... <u>2</u>
—	<u>11 or 12.</u>

II) UNRRA

<u>available</u>	<u>Likely to be available immediately after entry into Albania</u>
Director of Health 1	Regional UNRRA M.O.s.....2 or 4
Deputy ...do..... 1	Sanitary Engineer.....1
Sanitary Engineer, 1	Regional Nursing advisors 6
Chief Nursing adv. 1	Malaria advisor.....1
Regional..do..... 1	Nutritional adviser.....1
Public Health Wel-	Secretary.....1
fare Assistants.. <u>2</u>	<u>12 or 14</u>
<u>7</u>	

III) Voluntary Society Units

<u>Unit</u>	<u>Available</u>	<u>Deficient</u>
Mobile Hygiene and First Aid Unit	1 (12)	5 (66)
Mobile Medical Clinic	----	2 (12)
Field Bacteriological Laboratory	----	1 (6)
Medical Supply and Transport Unit	1.(6)	- (14)

Note 1) Figures in brackets indicate personnel.

2) BRCS and Order of St. John War Organization may be able to produce a Mobile Medical Clinic and a few other personnel at a later date.

3) It is just possible that M.L. Yugoslavia may be able to release one Mobile Hygiene and First Aid Unit on temporary loan until required by them.

(b) From the figures shown in para 2(a) above it will be evident that of the original planned staff and units for Medical Relief Work in Albania (and these were insufficient for the task) only a relatively small and inadequate proportion is at present available. An agreeable increase in personnel has been promised from both military and UNRRA sources but until these actually materialize it is necessary to plan on skeleton staffs.

(c) Approximately 430 tons of medical supplies and 120 tons of Supplementary Medical Foods have been allotted to Albania during the Military Phase - 6 months. Supplies for the Post Military Period are an UNRRA responsibility. It is understood that a certain quantity of these supplies (UNRRA) have already been stockpiled in this theatre, and that these and any additional requirements will be called forward on the basis of needs.

3. Method

Insufficiency of personnel renders it advisable that the Public Health work be shared between Military and UNRRA organizations and that duplication of duties be avoided except where necessary as part of the training of UNRRA and Voluntary Society Personnel, for the post Military Period of relief.

(a) Phase I.

A Combined Military and UNRRA Medical Headquarters, consisting of the entire M.L. Health Personnel and such Personnel from UNRRA Public Health Branch as are necessary in the first stages will be established at the Port of Entry (probably Durazzo).

Voluntary Society Medical Units and other UNRRA personnel will be called forward as required and will operate under the general direction of P.M.O. through the agency of the Director of Health UNRRA gradually increasing their spheres of activity as communications are opened up.

A main Medical Store will be established in the Port Area at the earliest moment. This will be under command of the Supplies Officer to whom will be attached the Medical Supplies and Transport Unit to assist in the running of the Store and to carry out distribution of supplies to the Government Agents.

At this stage an Advanced M.L. Public Health Branch Headquarters may be established at Tirana with a Liaison Officer for duty with the approved government authority. The Joint P.M.O. or other available officer will act as Liaison Officer.

(b) Phase II.

During this phase it is envisaged that communications to Tirana and either Valona or Scutari or both have been established. It is proposed now to divide the country into two zones, one to be administered by Combined Public Health Department HQ and the other by the Advanced HQ - the Liaison Officer becoming the Zone Medical Officer in addition to his other duties.

A Zone Medical Store will be established at Tirana to assist in the detailed distribution of medical supplies and to relieve congestion at the Main Medical Store at Durazzo. The Deputy Director of Health UNRRA and such Nursing Advisors, Voluntary Society Units and detachments will be allocated to Advanced HQ as seems desirable.

3. Method. (contd)

(c) Phase III

It is presumed that a stage will now have been reached when the Public Health Organization is sufficiently well advanced, the Government stabilized and communications open to allow of relief measures reaching most parts of the country. It is essential that more localized administration control be now exercised if any real help is to be afforded the Albanian people in the restoration of their Public Health Services, the relief of distress, control of diseases and in the assessment of medical needs. It is intended, therefore, to create three Regional Public Health Administration Centres, as follows:

North Region	Scutari
Central Region	Tirana
Southern Region	Valona

The administrative staff for the Northern and Southern Regions will be found from Voluntary Society Units (Mobile Hygiene and First Aid Units or Mobile Medical Clinics), assigned (or replaced if possible) by such M.L. or UNRRA personnel as can be spared, and the Central Region will be administered by the Combined Public Health Hq Staff or the Advanced Public Health Hq if still functioning.

Note—Should it be impossible to find sufficient staff from Military, UNRRA or Voluntary Society personnel, the services of existing Albanian Public Health Medical Officers may be utilized to establish the Regional Public Health Administration Centres mentioned above.

Concurrently with the establishment of Northern and Southern Regions two small Regional Medical Store Depots will be opened if considered desirable.

Voluntary Society Units, etc. will be allotted to regions on an "as required" basis.

(d) The operational plan outlined in paras 3 (a) to (c) above is based on the minimum personnel available i.e. those actually posted to M.L. and UNRRA Public Health Departments at present. Should the personnel who have been promised arrive, in the near future, the problem of staffing Liaison Zones and Regional HQs will be greatly facilitated and it will be possible to render more effective help to the Albanians in a shorter space of time.

4. Summary and Conclusions

It is clear that the present staffs of M.L. Albania and UNRRA are inadequate for the purposes of carrying out the original Public Health Plan for Albania.

By combining the medical resources of both organizations and gradually increasing the area of activity it is hoped to provide progressively sufficient "cover" for assessing medical needs, advising on Public Health problems, organizing and controlling the distribution of medical stores and in general bringing about a restoration of function of the indigenous Public Health Services in Albania.

The occurrence of an epidemic or casualties among the staff will strain our already very meagre resources to the utmost but is it believed that, given reasonable co-operation by the Albanian authorities it will be possible to assist greatly in the alleviation of distress and suffering among the Albanian people and to help towards

the re-establishment of an active Public Health Service in the Country.

A. Traill
Lt. Col. RAMC
PMO

J.W. Miller
Major U, MC
Joint PMO

Emmett E. Sappington
Lt. Col.
Director of Health
UNRRA - Albanian Mission

W.E. Thompson
Deputy Director of Health
UNRRA - Albanian Mission

Appendix A: - Detail of availabilities and deficiencies ML and UNRRA
Public Health Department.

B: - Detail of Combined ML and UNRRA Administrative Public
Health Organization during Phase III assuming all pro-
mised personnel are available.

Table 1
Appendix A.

DETAIL OF AVAILABILITIES AND DEFICIENCIES M.L. AND UNRRA PUBLIC
HEALTH DEPARTMENTS

M.L. Public Health Staff

Available		Deficient		Likely to be supplied	
P.M.O.	1	D.P.M.O.	1	Hygiene Officers in	
Joint PMO	1	Regional Med.		lieu of RMOs	2 or 3
Staff Captain	1	Offrs.	3	Sanitary	
Stores Officer	1	Matron	1	Inspectors	4
Clerks	3	Sanitary		Nursing Orderlies	
Stores Personnel	5	Inspectors	4	in lieu of clerks	
		Clerks	6		2
		Stores Person-		Stores Personnel	3
		nel	3		
	<u>12</u>		<u>18</u>		<u>11 or 12</u>

UNRRA Public Health Staff.

Available		Deficient		Likely to be supplied	
Director of Health	1	Reg. Med. Offrs.	4	Regional Med Offrs	2 or 4
Deputy -to-	1	Malaria Advis.	1	Malaria Advisor	1
Sanitary Engr.	1	Sanitary Engr.	4	Sanitary Engr.	1
Chief Nursing		Regional		Regional Nursing	
Advisor	1	Nursing Advrs.	3	Advisors	6
Public Health		Public Health		Nutritional Advisor	1
Welfare Assts.	2	Welf.Supervrs.	15	Secretary	1
Regional Nurs.Adv.	1	Public Health			
		Welf.assts.	13		
		US Typhus			
		Commission			
		Advisor	1		
	<u>7</u>		<u>41</u>		<u>12 or 14</u>

Table ii

DETAIL OF COMBINED ML AND UNRRA ADMINISTRATIVE PUBLIC HEALTH
ORGANIZATION DURING PHASE LLL ASSUMING ALL PROMISED PERSONNEL ARE AVAILABLE

1. Combined Public Health HQ. Location Durazzo

<u>Military</u>		<u>UNRRA</u>	
P.M.O.	1	Director of Health	1
Staff Captain	1	Regional Medical Officer	1
Stores Officer	1	Sanitary Engineer	1
Hygiene Officer	1	Chief Nursing Advisor	1
Sanitary Asst.	1	Regional Nursing Advsr.	1
Clerks	2	Secretary	1
Stores Personnel	2	Nutritional Advisor	1
		Malaria Advisor	1

2. Liaison HQ. (Inclusive Central Region Public Health Centre) Tirana

<u>Military</u>		<u>UNRRA</u>	
Joint P M O	1	Deputy Director of Health	1
Sanitary Insp.	1	Regional Nursing Advisor	2
Clerk	1	Sanitary Engineer	1
Stores Personnel	2	Regional Medical Officer	1

3. Northern Region Public Health Centre Location Scutari

<u>Military</u>		<u>UNRRA</u>	
Hygiene Officer	1	Regional Medical Officer	1
Sanitary Insp.	1	Regional Nursing Advisor	2
Nursing Orderly as Clerk	1		
Stores Personnel	2		

4. Southern Region Public Health Centre Location Valona

<u>Military</u>		<u>UNRRA</u>	
Hygiene Officer	1	Regional Medical Officer	1
Sanitary Insp.	1	Regional Nursing Advisors	2
Nursing Orderly as Clerk	1	Public Health Welfare Assistants	2
Stores Personnel	2		

APPENDIX D

WELFARE DIVISION

JOINT APPRECIATION & PLAN OF RELIEF BRANCH ML HQ (ALBANIA)
AND WELFARE DIVISION UNRRA ALBANIA MISSION DATED 9th DEC.44

Object To assist the Albanian Authorities in:-

- (a) The provision of Relief (i.e. food, shelter, clothing) for the destitute.
- (b) The orderly return to their homes and occupations of internally displaced persons.
- (c) The establishment of special services for the handicapped, e.g. orphans, aged, and/or disabled persons.
- (d) The transition, at the appropriate moment, from Relief - which is conditional upon destitution - to Welfare, which is concerned with the well-being of the people and is not so restricted.

FACTORS.

Personnel.1. (a) Military WE is:-

Chief Relief Officer (SO II)
Joint Chief Relief Officer (U.S.)
SO III
3 Clerks

(b) The Welfare Division of UNRRA Albania Mission consists at the moment of a Director of Welfare and two District Welfare Officers. Further personnel have been called forward and it is expected that 10 Field Welfare Officers and 2 Welfare Specialists will be available within 10 days.

(c) One UNRRA Relief Unit is permanently assigned: one Relief Unit is available unless recalled by UNRRA Yugoslav Mission.

Therefore: (1) Relief Plan must depend on maximum assistance from Albanian Relief Organizations.

(2) The UNRRA personnel must act as agents of ML Relief Branch.

Supplies.

2. (a) A small quantity of Relief Camp Stores are available - schedule to follow.

(b) Food, clothing and other supplies will be made available for the destitute.

Therefore: A survey will be necessary to determine how such supplies can best be used.

Damage.

3. (a) It is estimated that in Albania up to the present between 200-250 villages have been evacuated, damaged, destroyed, or completely burnt.

(b) 90% of the damage is in the southern half of the country.

(c) It is believed that some form of rebuilding in the South will have commenced prior to our arrival.

Therefore: A survey will be necessary to determine what assistance can be given in the provision of shelter, and where it is most required.

Refugees

4. (a) Between 50,000 - 100,000 persons have been rendered homeless.

(b) These people are: -

- (i) Living in temporary accommodation near their homes.
- (ii) Finding shelter in neighbouring villages.
- (iii) Have drifted into the larger towns.
- (iv) Have been received into refugee centres.
- (v) Are wandering about the country.

(c) In addition recent military operations have caused many people from the coastal areas to retire into the hills taking with them a few personal possessions and their animals.

Therefore: (i) Relief Plan should give every possible encouragement and assistance to these people to return to their homes in an orderly manner.

(ii) Relief Camp Stores may be required for the establishment of Transit Centres.

Destitution.

5. It is assumed that considerable destitution will be met with.

Therefore: Action will be necessary for the relief - in cash or in kind - of persons destitute in their homes, and also special provision for the care and shelter of handicapped persons who cannot return to their homes.

Communications.

6. Upon entry of ML Force into Albania considerable damage to roads and bridges will have occurred.

Therefore: Relief Plan must be prepared to deal with such areas as are accessible and extend the scope of its activities as and when communications are restored.

Albanian Relief Organizations.

7. No relief activity has been reported in Southern Albania. In the North there is some activity by local organizations, which are badly handicapped by inadequacy of supplies.

Therefore: (i) Our maximum effort must be in the South.

(ii) Any local organizations must be contacted to ascertain what help can be given to them.

COURSES

All factors indicate the same Course, which is set out in the Plan.

PLAN

PHASE I RECCE.

(a) Relief Branch will:*

- (i) Make all necessary contacts in Albania.
- (ii) Survey any accessible devastated area.
- (iii) Collect and collate all available data.

(b) Chief Relief Officer, Joint Chief Relief Officer (U.S.) and Director of Welfare Division UNRRA will, in the light of the above, prepare initial recommendations to expedite:-

- (i) The return of refugees to their former homes.
- (ii) The order in which relief measures should be undertaken.
- (iii) What these relief measures should be.
- (iv) How existing Albanian Relief Organizations can best be re-organized and reinforced, and what new organizations may have to be set up.

PHASE II IMPLEMENTATION

1. Initial recommendations will be implemented through the agency of UNRRA Welfare Division which will call forward Field Welfare Officers and RRUs as occasion arises.
2. UNRRA Welfare Division will survey the country and submit further reports to Relief Branch.
3. Further recommendations will be prepared and implemented as above.

PHASE III POST-MILITARY.

It is obviously too early to produce a detailed plan of action for the post-military phase. It can be predicted however, that, by the time ML withdraws, the main problems of actual destitution will have been alleviated and the foundation laid of a more normal national life.

It would seem, therefore, that the task of UNRRA will be to advise on a general welfare programme that is long-term in character and local in application. The guiding principle of any such plan should be:-

1. That it shall be wholly acceptable to the Albanian Government.
2. That it shall be of such a nature that its maintenance shall be within the competence of Albania from the viewpoints both of finance and personnel.

Apart from this plan the special work involved in the post-military stage will include:

1. The assumption of responsibility for the continuance of any relief projects not completed when ML withdraws.
2. The development of permanent care services for the handicapped.
3. The rapid liquidation of any Camps or Assembly Centres that may remain.
4. The calling forward of necessary requirements and supplies.

Major. CRO

(A. ATTERBOROUGH)

Sheet 4
Appendix "D"

(B.V. POZZI) Capt. JCRO

(E. REES) Director of Welfare.

Distribution:- S&R (2)
UNRRA
JCRO
4952

SECRET

APPENDIX E.

DIVISION OF INDUSTRIAL REHABILITATION

Plan of Activities During ML Period:

1. The Division will consist of one Mechanical-Electrical Engineer, one Civil Engineer and one Architect.
2. During the ML period it is proposed to carry out a series of surveys covering
 - (a) Public Utilities, Essential Services and Industrial Plants;
 - (b) Roads and Bridges;
 - (c) Shelter, i.e., demolished villages and dwellings.

The purpose of these surveys will be to ascertain the extent of the damage and destruction caused by the war, and to prepare thereon estimates of the rehabilitation materials which will be necessary to restore the country's economy to approximately its pre-war level.

3. It is appreciated that ML Royal Engineers will be interested in 2(a), 2(b) and partially in 2(c) to the extent of carrying out first aid measures necessary to the implementation of their own relief programme, of which the UNRRA Industrial Rehabilitation plan will ultimately become an extension.
4. The Industrial Rehabilitation Division of UNRRA will, during the ML period, seek to work in the closest accord with O.G.N.E. and the Royal Engineer group of ML Albania, and in fact, will be greatly dependant upon them for facilities to carry out their task.
5. In the conversation which have taken place to date, the working relations which will need to exist between ML Royal Engineers units and UNRRA Industrial Rehabilitation Division have been discussed at some length and understanding reached, as far as present knowledge of the situation permits.
6. At this stage it is too early to define any line of demarcation between the separate responsibilities of the two units, excepting that after ML have carried out the most urgent first-aid tasks it is expected that there will be a gradual transference of responsibility to UNRRA Industrial Rehabilitation Division.

APPENDIX F

DIVISION OF AGRICULTURE AND FISHERIES

1. Introduction

In the original Appreciation and Plan, both of the Agriculture Dept., ML HQ (Albania), and the Agriculture Branch, UNRRA Mission, Albania, it was considered that entry would be in the Autumn. A Spring programme of Agriculture Relief Supplies has now been approved by CCAC.

The object of the joint planning is to use the resources of ML and UNRRA to the fullest extent, and to prevent overlapping and waste of effort in bringing relief to the Agricultural Community of Albania.

2. Staff Available

(a)	ML	WE	Deficient
Agricultural Adviser			
SO II CA (Major)		1	-----
80 III CAX AGR. (Capt)		1	1
Agriculture Inspector			
(W.O.II)		1	1
Agriculture Inspector			
(Sgt)		1	1
Clerks (Gen duties) Cpl		1	---
" " " Pte		1	1
		<u>6</u>	<u>4</u>
(b)	UNRRA		
Agriculture Specialists. Director		1	---
(Dr L.H. MacDaniels)			
" " (Deputy Director)		1	1
Agriculture Officer		1	1
Clerical Assistants	say	2	2
(numbers not fixed)		<u>5</u>	<u>4</u>

An Agriculture Officer is expected shortly, and a request has been submitted for the services of an Agricultural Engineer to assemble and supervise the servicing of the 25 Fordson Tractors, after their arrival in Albania.

UNRRA have also planned to hire local personnel, as soon as the right men can be found, approximately as follows:

- | | |
|---|-----------------------|
| 2 Interpreters | 2 District Inspectors |
| 10 Agricultural Agents, one for each Prefecture | |
| 1 Deputy Director for Fisheries | |
| 3 Fisheries Agents | |
| 1 Veterinarian | |

3. Equipment

In two W.E. ML two 5 cwt cars are made available for Relief, Vet., and Agriculture. The Agriculture Branch will require extensive use of one of the cars.

UNRRA has no establishment for a car for the Agriculture Branch. One car will be required in the initial stages and three others when their staff is increased.

/to sheet 2

4. Method - Personnel

It is agreed that during the Military Commitment the Senior Officers of the Agriculture Dept. ML should be head of the combined branch, but for carrying out the work of the branch the heads of each service should be equally responsible.

It is essential that the ML establishment be implemented as far as possible, and a strong recommendation that UNRRA be brought up to strength.

5. Holding Directorate

As it would appear that S & P warehouses will not be available, it is assumed that these duties will be divided between Ord. and S & T, and that requisitioning will still be done through, and accounting for stores by S & P.

6. Distribution Plan

The suggested distribution is shown in:-

Table 1	Seeds.	3234	M/tons
2	Artificial Fertilizers.	1500	M/tons
	Gunnies & Twine.	213	M/tons
	Hand Tools and Agricultural Machinery.	342	M/tons

Distribution plans are not shown for:-

Fishing Tackle	15	M/tons
Horse shoe Iron & Nails		
Iron & Steel (approx wt)	156	M/tons
Pesticides	195	M/tons

The reason for no distribution plans for the above is that the Pesticides will not be required until the early Summer, and at present very little of the Fishing Tackle or the Iron and Steel is made available.

Immediately on arrival of the Agriculture Staff it will be essential that consultations be held with the Ministry of Agriculture and its inspectors, or with some other approved body under the Government of the Country, so as to ensure that the distribution of the Relief Supplies is to areas where the best possible use can be made of them.

The Seeds, other than the Barley (500 tons) and seed Potatoes (1600 tons) have been called forward. The Barley is not yet available. The Hand Tools and Machinery, where available in Dec. and Jan., have been called forward.

TABLE I
SUGGESTED DISTRIBUTION, RELIEF AGRICULTURE SUPPLIES

8 Dec 44

P: % of total area planted in Albania 1936-37

A: Allotment in M/tons

T: % of all cultivated land in Albania
Albania in 1926-37

SEEDS

PROVINCES	MAIS 750 M/t		BARLEY 500M/t		HARICOTS 300 M/t		CHICK PEAS 50 M/tons		CLOVER 30 M/t		ONIONS & other VEGETABLES 4 M/t		POTATOES 1600 M/t		TOTAL excluding POTATOES	TOTAL of CEREAL & POTATOE SEED
	P	A	P	A	P	A	P	A	P	A	P	A	P	A	M/tons	is
1 SCUTARI	9.81	74	2.66	13	17	51	17	8.5	17	5.1	4	0.16	4	64	151.76	215.78
2 KOSOVO (RIKES)	2.81	21	3.54	18	6	18	8	3.0	6	1.3	4	0.16	4	64	61.96	125.96
3 DIUBRA	6.92	52	1.77	9	9	27	9	4.5	9	2.7	4	0.16	4	64	95.36	159.36
4 DIBLAZZO	12.00	90	6.63	33	11	33	11	5.5	11	3.3	19	0.76	19	304	165.56	469.56
5 TIRANA	2.60	20	2.65	13	4	12	4	2.0	4	1.2	9	0.36	9	144	48.56	192.56
6 ELBASAN	10.92	82	15.49	77	8	24	8	4.0	8	2.4	3	0.12	3	48	189.52	237.52
7 BERAT	25.83	192	23.01	115	17	51	17	8.5	17	5.1	14	0.56	14	224	372.16	596.16
8 CORITZA	10.45	78	16.81	84	14	42	14	7.0	14	4.2	19	0.76	19	304	215.96	519.96
9 VALONA	6.70	50	18.14	91	5	15	5	2.5	5	1.5	5	0.20	5	80	160.20	240.20
10 ARGYROCASTRO	12.10	91	9.30	47	9	27	9	4.5	9	2.7	19	0.76	19	304	172.96	476.96
TOTALS	100	750	100	500	100	300	100	50	100	30	100	4.	100	1000	1634	3234

* No figures of area grown for this crop. Allotment calculated on % of total of all cultivated land in Albania.

x Calculated of area of oats and barley grown in 1936-37.

TABLE 2

SUGGESTED DISTRIBUTION OF RELIEF AGRICULTURE SUPPLIES

8 Dec '44

A - Allotment in Metric Tons

ARTIFICIAL FERTILIZERS & HAND TOOLS & MACHINERY (by weight only) Estimated at 300 M/tons

%		ARTIFICIAL FERTILIZERS						
PREFECTURES	Total land Cultivated 1936-37	Super- Phosphate 1000 M/tons A	Ammonium Sulphate 500 M/tons A	Gunnies 200 M/tns A	Jute Twine 10M/tons A	Binder Twine 1 M/ton A	Hand Tools & Machinery A	Total M/Tns
1 SCUTARI	17	170	85	34	1.7	0.17	51	341.87
2 KOSSOVO (KUKES)	6	60	30	12	0.6	0.06	18	120.66
3 DIBRA	9	90	45	18	0.9	0.09	27	180.99
4 DURAZZO	11	110	55	22	1.1	0.11	33	221.21
5 TIRANA	4	40	20	8	0.4	0.04	12	80.44
6 ELBASAN	8	80	40	16	0.8	0.08	24	160.88
7 BERAT	17	170	85	34	1.7	0.17	51	341.87
8 CORITZA	14	140	70	28	1.4	0.14	42	281.54
9 VALONA	5	50	25	10	0.5	0.05	15	100.55
10 ARGYROCASTRO	9	90	45	18	0.9	0.09	27	180.99
TOTAL	100%	1000	500	200	10	1	300	2011

Note: Pesticides (a maximum of 195 M/tons) will not be distributed for first two months after entry.

REVISED OVER-ALL PLAN BY THE

UNRRA MISSION TO ALBANIA

----- 10 December 1944

1. The UNRRA Albania Mission will enter Albania as agent for the Army for relief and rehabilitation in Albania, under the orders and direction of the Commander. The Mission will be given the full benefit of all Army services available, and required for the purpose of its operations, as if it were a Branch of the Army. It will be regarded as a separate and independent unit and all instructions for the Mission from the Army will pass from the Commander to the Chief of the Mission.
2. The Mission will consist of 116 members all ranking as officers of the Army.
3. The work of the Mission will be divided into 5 operational departments, as follows:
 1. Distribution-- and Transportation
 2. Health
 3. Welfare
 4. Industrial Rehabilitation
 5. Agricultural Rehabilitation
4. The Mission will establish a Headquarters at the base. 61 members will be employed at this Base as follows:

Chief of Mission and Staff	6
Finance and Administration	10
Distribution and Transportation	10
Health	6
Welfare	4
Industrial Rehabilitation	6
Agricultural Rehabilitation	9
Stenographers: pool	<u>10</u>
	61
5. The Mission will establish a Field Office of the Mission in each of the 10 Prefectures. Each Office will consist of 1 Distribution Officer, 1 Welfare Officer, 1 Nurse, and 1 Secretary. There will also be 5 Doctors, 3 Welfare Officers, 4 Transport Officers and 3 Warehousing Officers for all the Prefectures, making a total of 55 members employed away from the Base.
6. In addition, there are 3 teams of Voluntary Society welfare workers, consisting of 31 members, of whom 12 rank as officers and 19 as other ranks. Five additional teams, consisting of 49 members can be made available at short notice. These teams are all under orders of the

Chief of the Mission. These teams will also be given the full benefit of all Army services available and required for the purpose of its operations, as if they also were a Branch of the Army. The teams will be employed in such parts of Albania as may be directed.

Revised Over-all Plan

UNRRA Albania

7. Billets and office equipment will be required for all these.
8. The Mission will require 1200 locally engaged employees as follows:

Interpreters	30
Clerks	240
Drivers	750
Artificers	130
Experts	50

9. Transport will be required as follows:

Jeeps	41
Trucks	338
Motorcycles	16
Sedans	4

Besides this the UNRRA Mission will need a minimum of 100 saddles, bridles, stirrups, and similar equitation equipment.

Note: The financial aspects of this Plan have been left for later agreement.

NOTE ON OUTSTANDING FINANCIAL QUESTIONS.

The principal financial questions still outstanding are as follows:

- (i) How local labor required by UNRRA in Albania (e.g. drivers, interpreters, clerks, etc.) will be paid.
- (ii) Whether there is to be any limit on the amount of local currency which the UNRRA Finance Officer may draw in Albania from the Field Cashier (or other designated Military source) for the payment of UNRRA salary allotments and separation allowances.
- (iii) The source from which UNRRA is to obtain money for its administrative costs, maintenance expenses, purchase of office stores, etc., in Italy pending transfer to Albania.
- (iv) The settlement between UNRRA and the Military concerning ultimate financial responsibility for supplies and services provided or paid for by the Military on behalf of UNRRA during the Military period.
- (v) The procedure for the collection and recirculation of the proceeds of local sales.

Balkans

7 February 1945

To: Deputy Director General
Bureau of Areas
UNRRA
Washington, D.C.

From: Office of Chief of Balkan Mission,
Cairo.

Subject: Weekly Report 22nd-28th January.

Attached are two copies of the eighth weekly progress report of the Balkan Mission for the week ended 28th January 1945, together with two copies of the Minutes of the meeting of the Board of Directors held on 26th January.

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Stories on UNRRA women, Children in Camps, the caique Imerra etc.

Welfare Division: Progress Report number 16.

M. C. Cozen-Hardy

For Chief of Balkan Mission.

BALKAN MISSION WEEKLY REPORT

No.8

(22nd-28th January 1945)

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More progress was made on plans for reorganising and gradually liquidating the Balkan Mission as such, and Lt. Col. Balfour was appointed to coordinate the plans of the various divisions and draw up a comprehensive scheme.

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The Warehousing Section, continued its work in the warehouses of Camps Division at Cairo, El Shatt, and Nuseirat, and arrangements were made to send two representatives of the Bureau to Tolumat camp to assist in the warehouse organization there.

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Two additional Agricultural Rehabilitation Officers have been assigned to the Greece Mission: Mr. Newsom, recently arrived from Washington, and Mr. McCarthy, a new employee formerly an agriculturist with MESC, who will enter upon his duties with UNRRA on February 1st.

Mr. Daniels, Deputy Director of the Welfare Division, Washington, left Cairo for Italy and Greece.

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The first report was received from the district representative in Cyprus, from which it appears that the displaced persons office there has begun to function.

The Camps operations division has been requested by the military authorities to accept responsibility for the camp which is being established on the island of Casos for the accommodation of refugees displaced from other Dodecanese Islands. The matter is being discussed with GHQ and the Division of Displaced Persons.

MINUTES OF MEETING
of
BOARD OF DIRECTORS OF BALKAN MISSION

A REGULAR MEETING of the Board of Directors of the Balkan Mission was held on Friday, January 26, 1945 at four thirty o'clock P.M. at King's Hotel.

THE FOLLOWING DIRECTORS were present:

Mr. Balfour	Mr. Haskell	Mr. Irwin
Mr. Tonkinson	Mr. Webb	Mr. Jeffers
Lt. Col. Livingstone	Mr. Miller	Dr. Kirk
Mr. McLaren	Mr. Gerstenzang	Mr. Kelsey
Mr. Roseman	Mr. Greenstein	Dr. Hyde
Lord Norbury	Mr. Beck	Mr. Hoddinott
Mr. Scranton	Mr. Pierce	Lt. Col. Wilkinson

THE MEETING was called to order by Mr. Liller, who acted as Chairman thereof.

1. Lt. Col. LIVINGSTONE presented the report of the Committee on Office Hours, Transportation, etc. He stated that the Committee, composed of Messrs. Youdin, Carter, Anderson and Miss Gifford met on January 23rd and makes the following recommendations:

1. That the Directors shall be responsible for insuring that the people in their offices are in attendance during the scheduled office hours.
2. That there shall be someone present in each office during the whole of the office hours.
3. That office hours shall be from 8 to 12:30 and 4:30 to 7:30. People shall be at their offices sharply at 8 o'clock and at 4:30. A warning bell shall sound at 12:20 and 7:28, and packing up shall begin at the warning bells at 12:20 and 7:20. Packing up before the warning bell shall cease. The purpose of the bell at 12:28 and 7:28 is to give warning to leave for the buses.
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5. That there shall be a half day a week off each week, and if it is not taken in one week it shall be taken the succeeding week but shall not be accumulated longer than that.

AFTER CONSIDERABLE DISCUSSION, upon motion of Mr. Pierce, seconded by Lt. Col. Livingstone and carried, it was

2. RESOLVED: That there shall be a half day off each week without any equivalent change in pay, to be taken on a schedule as prescribed by the Section Heads and to be taken on the basis of the recommendation of the Committee, that it will not be passed up in any week unless on the Section Heads' requirement, in which case it shall be taken the following week and

UPON MOTION of Mr. Tonkinson, seconded by Mr. Balfour and carried, it was

RESOLVED FURTHER: That the half day off shall be taken on Saturday afternoon, to be effective beginning February 4th.

UPON MOTION duly made, seconded and carried the report of the Committee on Office Hours, Transportation, etc. was accepted with the direction that

this Committee be constituted a standing committee, to be called at the discretion of the Chairman, for discussion of any matters referred to it by the Directors and Deputy Chief of Mission, and to report back to the Board of Directors.

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4. MR. ROSEMAN reported that two cables had been sent to Washington in answer to the one received from Washington, in re reduction of the separation allowance; that the Washington cable proposed that all employees now receiving a separation allowance, when the administration provides meals and billet, shall receive \$1.50 per diem, effective January 1st; that employees "in camps" who are receiving a separation allowance shall have their separation allowance discontinued effective April 1st. He stated that he had asked for a clarification of the phrase "in camps", and had pointed out that serious staff complication would ensue, that employees had been hindered with assurance of receiving the separation allowance, and he asked that they be permitted to finish out a year of foreign service on the basis of the old rate. Mr. Roseman asked that no conclusions be drawn in the matter until an answer was received to this cable to Washington and Mr. Dayton had an opportunity to discuss the matter in Washington.

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Harry Hill has been appointed Financial Adviser to the Greece Mission.

Sixteen people went forward to Athens in the last week; that small groups are going by air and one large group went by water, that we have asked for transportation to District 3, Salomka. Four people have been sent to Crete; that all personnel for District 5 have started by boat.

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Balkan

CAMA 737

31 January 1945

TO: Bureau of Areas
UNRRA, Washington

FROM: Office of the Chief of Balkan Mission, Cairo

SUBJECT: Albania Mission - Weekly Report.

I enclose for your information a copy of the report of the Albania Mission for the period January 13, 1945 to January 20, 1945.

P. C. Floud

For the Chief of Balkan Mission

ALBANIA MISSION

SUBJECT: Activity Report for Week Ending 20 January 1945

A. DIVISIONAL

1. CHIEF OF MISSION'S SECTION

Mr. Dudley Haskell, Chief of Mission, left for Cairo on 16 January for conferences with the Chief of the Balkan Mission.

Mr. R. B. Filbert, in addition to his regular duties as Head of the Division of Requirements, Coordination and Supply, is Acting Chief of Mission during Mr. Haskell's absence.

Two regular staff conferences were held with Division and Department Chiefs.

On Tuesday, 16 January, Major General Hughes, Commander ML (Balkans) accompanied by Col. Warner, Commander ML (Albania) visited the Mission, and at a general assembly of the Mission, he discussed operations in Greece, in the light of applying the experience gained to operations in Albania. He had considerable enlightening information for those concerned with the political aspects of the situation, outlining his prediction and the general perspective for continued operations in the Balkans, emphasizing those features anticipated in operations in Albania.

On Thursday, 18 January, Lt. Cols. Brookelhurst (UK) and Rider (US) outlined their experiences during their recent conferences with Col. Gen. Hoxha to the Mission. They summarized the Albanian situation based upon their observations while in the country, and gave the Mission personnel the benefit of their thinking concerning the outlook for operations in Albania.

Mr. Kenneth Dayton, Treasurer, UNRRA (Washington, D. C.) spent Friday, 19 January, with the Mission discussing programs, budgetary, and financial matters with Chiefs of Divisions and Branches. During an after-dinner address to Mission personnel, he imparted some enlightening information on doctrines, policy, and procedure from the Mission operational viewpoint.

Information from the Yugoslav Mission indicating approval of an operating agreement between ML/UNRRA and Marshal Tito, and the resultant prospects for having to recall Yugoslav Mission personnel temporarily assigned for operations with the Albania Mission, presents the necessity for reconsidering and rescreening personnel needs.

Further action on some of the more urgent problems confronting the various Divisions of the Mission was accomplished. Among these was the question of adequate headquarters transport for the Mission upon entry into Albania. This matter was again brought to the attention of the interested ML authority who has assured us of immediate consideration.

2. FINANCE AND ADMINISTRATION

Mr. Thos. E. McLaron is still in Cairo.

a. Administration

We have been informed by the Military that our entitlement to free issue army clothing has been withdrawn and needed clothing must now be purchased from the Officers' Shop. This matter has been referred to the proper Military Authority for clarification but, for the time being, no issues of clothing will be made from R.A.C.C. stores to UNRRA personnel of officer status.

b. Finance

Mr. M. A. Gillis, Internal Auditor, who was here consulting with members of the Mission on accounting problems, left for Cairo on 16 January.

c. Personnel

John McNabb, Special Assistant to the Chief of Mission, left for Naples on 16 January enroute to the United States. R. E. Lovett, Chief Transport Officer, was returned to duty with the Yugoslav Mission on 20 January.

The following table shows the distribution of the staff among the various Divisions:

Division	Previously Reported	Arrivals	Departures	Total
Chief of Mission's Section	2	0	1	1
Finance and Administration	12	0	0	12
Distribution and Transport	12	0	1	11
Health	6	0	0	6
Welfare	3	0	0	3
Agricultural Rehabilitation	1	0	0	1
Industrial Rehabilitation	2	0	0	2
Requirements and Supply	1	0	0	1
Intelligence	0	0	0	0
Public Relations	0	0	0	0
TOTAL	9	0	2	37

Lloyd Christman, Distribution Officer, is awaiting transportation for reassignment.

3. DISTRIBUTION AND TRANSPORT

a. Distribution Branch

Progress is being made toward the completion of the rationing program that will be applied where necessary in Albania.

b. Transport Branch

Further inspections of vehicles being modified and conditioned for service in Albania were made by the Chief Transport Officer during the week. With the exception of the problem presented for headquarters transport covered under Administration above, the transport situation is regarded as entirely satisfactory.

c. Warehouse Branch

On Wednesday, 17 January, the Chief Warehouseman attended a lecture given by Col. Monteith (ML), who is in command of all Royal Engineer activities for Albania, on proposed procedures, intelligence, cooperation, and salvage.

4. HEALTH

Miss Lillian Johnston, Chief Nursing Consultant, Washington, accompanied by Miss Margaret Arnstein, Chief Nursing Consultant, Balkan Mission, visited the Mission on Thursday, 18 January. Discussions of nursing problems were attended by all members of the Health Division Staff. In addition, a conference was held with Lt. Col. Traill (ML) concerning the Albanian program.

5. WELFARE

Mr. Rees, Head of the Division, is still in Cairo. The Division has nothing other than routine matters to report.

6. AGRICULTURAL REHABILITATION

Further conferences were held with Mr. Fultz, OSS, concerning the practicability of establishing canning centers in Albania to conserve surplus vegetables and fruits. As canning is almost unknown in Albania, the development of anything more than demonstration centers in the country was not considered expedient.

7. INDUSTRIAL REHABILITATION

On Wednesday, 17 January, Mr. L. H. Clemetson, Acting Chief Industrial Rehabilitation, attended the lecture given by Col. Monteith (ML), Commander R. E. Albania, on proposed procedures, intelligence, cooperation, and salvage.

8. REQUIREMENTS, COORDINATION AND SUPPLY

Mr. Wm. H. Johnston, Requirements Specialist, Naples office, visited the Mission on Sunday, 14 January, and discussed the shipping and supply programs.

9. INTELLIGENCE

Intelligence Summary No. 4 was issued during the week.

B. GENERAL

1. PLANNING

During the week, official notice was received from ML on the acceptance of the appreciation and plan of UNRRA Mission (Albania) serving as distribution branch of ML (Albania), as submitted under the provisions of Directive No. 2, ML HQ (Albania) dated 13 November 1944.

Planning for the post ML period continues by those divisions finding their original plans affected by information received from operations in Greece or contained in the more recent Intelligence Reports.

2. DOMESTIC

The problems being experienced with the installation of heating stoves have been somewhat alleviated. The need for a permanent Quartermaster and Housekeeper continues to be the outstanding pressing problem of the Mission.

3. MORALE

The condition of Mr. E. H. Watts, who is still in No. 26 General Hospital (U.S.), is reported as continuing favorable.

There are fewer colds and the general health of the personnel of the Mission is reported good.

The morale of the personnel continues to improve with the reports of anticipated activity in Albania within the very near future.

F I N I T O

TO: Deputy Director General
Bureau of Areas
UNRRA
Washington, D. C.

FROM: Office of Chief of Balkans Mission
Cairo

SUBJECT: Weekly Report 15th-21st January

1 February 1945

CAWA 744

Balkan

Attached are two copies of the seventh weekly progress report of the Balkans Mission for the week ended 21st January, 1945.

During that week, the following additional reports, etc. were sent to Washington:

Office of Chief of Mission - Report on visit of American Senators.

Report on Greek situation (original copies sent by hand of Mr. Birk).

Supplementary report on Greek situation.

Agricultural Rehabilitation Division - Agricultural Requirements Programme for Albania.

M. C. Cozens-Hardy

For Chief of Balkan Mission

BALKANS MISSION WEEKLY REPORT

No. 7

(15th-21st January 1945)

The prospects of early operations in Yugoslavia and a rapid extension of operations in Greece grew brighter during the week, and there is clearly a great deal of urgent work to be done if UNRRA is to be ready when called upon. There were various discussions on plans for operations in Greece where one of the key problems is the task of distribution, which is an immediate task and one which will require a concentration of effort. Operations are already expanding and twenty-eight members of Voluntary Societies left for Greece during the week.

Meanwhile plans are being laid for the liquidation of the Balkans Mission as at present constituted, and each division is preparing its own suggestions as to its future, covering the transfer of members of its staff to other missions and the set-up it may require to carry on operations in the Middle East.

In company with the Treasurer of UNRRA, the Deputy Chief of Mission for Finance and Administration spent the week in Athens, holding conferences on a variety of financial and administrative problems with the Greece Mission, the British and American Embassies, ML, and the Greek Government. Instructions were issued to the Greece Mission on the expenditure of local currency in Greece and the employment of staff.

On the home front a revised scale of salaries for doctors, pharmacists and dentists employed in the Middle East refugee camps was agreed upon, and necessary adjustments are now being made.

The other event of the week was the coming into operation of the reorganised Registry. It is hoped that time, labour and paper will be saved, and efficiency increased. Copies of the memorandum explaining the procedure have been sent to London and Washington.

The Director of the Public Relations Division finally left for Washington during the week after hanging about for ten days. Just after he had gone, a letter was received from Washington suggesting that his visit should not take place at the present time. An attempt was made to recall him, since it was known he was marooned in Accra, but before he could be reached he had continued on his circuitous route to Washington. The Deputy Director and the Chief of Public Relations for Albania left for Rome on 18th January.

On 23rd January the Public Relations Division despatched to Washington in response to a cabled request a packet of press material containing three stories on women personalities - Dr. Ruth Parmelee, Miss Emilie Willms, and Dr. Rita Morgan - and also a story on Miss Mabel Grumley and a story on children's health in UNRRA camps, together with photographs.

Authorization was obtained for the expenditure of a sum not to exceed \$240 on the commercial printing of three sets of photographs of El Shatt Yugoslav Refugee Camp, one of these sets being urgently required by the Yugoslav Government in London for a booklet which it wishes to publish; another is being sent to America, and the third will be given to Miss Flexner. These photographs should be ready about 31 January. Background material on Yugoslavia was given to Mr. Sulzberger of the NEW YORK TIMES, and further progress was made on coaxing through the press the next issue of the STAFFSHEET which is expected to be ready next week.

The Director of the Industrial Rehabilitation Division, who has been in Italy on a tour of inspection, is expected back shortly.

Revised estimates of the supplies needed for the rehabilitation of fisheries in Greece, Yugoslavia and Albania are being prepared by the fisheries expert from the Alexandria Office of the Agricultural Rehabilitation Division, who is spending some days in Cairo for this purpose.

Mr. Takkaner, Agricultural Rehabilitation Specialist, and Mr. Woodward Agricultural Rehabilitation Officer, departed to join the Albania Mission; and Mr. Crawford Bishop, Food Processing Specialist, returned to Washington due to the illness of his family.

It was agreed that additional agricultural personnel were needed for the country missions, and a telegram was accordingly despatched to Washington asking that any such available personnel in Washington be sent to Cairo for assignment.

The Tuberculosis Specialist of the Health Division submitted a draft scheme for the recording of cases of tuberculosis in survey work. This scheme has been forwarded to Washington for consideration, with a view to its adoption throughout UNRRA, as it is felt that a uniform system of recording is of great importance in such surveys.

At a meeting with the Displaced Persons-Welfare Committee, the Health Division presented a note on the medical requirements for camps for displaced persons and for their medical care en route. A further report was prepared on the state of nutrition of the refugees in the Nuseirat Camp. A circular letter containing new information on medical stores was prepared for circulation to the country missions.

Approximately 75 packets of DDT insecticide were issued during the week to UNRRA staff employees.

Colonel Crabtree and Colonel Musson of the Health Division departed for Italy on 17 January.

The Welfare Division has decided, in agreement with the Health Division, to make every effort to turn over, from UNRRA stock piles, to the Joint Distribution Committee for Bulgaria and Rumania such drugs and supplies as are requested by Dr. Judah Magnes, Chairman of the American Joint Jewish Distribution Committee for the Middle East Area. A further request has been made by Dr. Magnes for cotton yarn, and the Palestinian Government has agreed to turn over to the Joint Distribution Committee whatever supplies are requested, provided replacements will be made by UNRRA. This has been agreed to by the Balkans Mission.

The Director of the Welfare Division and Miss Mazur of the Joint Distribution Committee met with Mr. Ovadia Salen, President of the Jewish Relief Committee of Egypt, and Mr. Elie Cohen, representative of the Greek Jewish Community, to discuss the most effective use of special funds available from Egypt and South Africa for the Jewish community of Greece. It was agreed that during his contemplated trip to Athens the Director of the Welfare Division would review this matter with the Director of Welfare for Greece and make appropriate recommendations.

Mr. Jacob Trobe, loaned by UNRRA to the Joint Distribution Committee for a special mission to Bulgaria and Rumania, arrived in Cairo and submitted a request to the Director of the Welfare Division for the temporary assignment to those countries of three members of the Joint Distribution Committee staff, subject to recall on two weeks' notice when needed for work in the Balkans. The request was approved subject to ratification by Headquarters in Washington.

On 17 January, the Director of the Division on Displaced Persons met with Brigadier Craig of GHQ to expedite the repatriation of refugees from the Middle East. On January 22nd a meeting was held with the

Delegate of the International Red Cross Committee in order to determine the respective responsibilities for inquiries as to whereabouts and welfare of displaced persons. It was agreed that, in principle, this should be an International Red Cross Committee responsibility, but that the Displaced Persons Division would give whatever assistance it possibly could from its Central Index, the confidential nature of which, however, was emphasized, with the understanding that the necessary precautions would be taken to safeguard the interests of refugees.

One of the problems of the Camps Operations Division has been the request of the Military to evacuate Nuseirat and Moses Wells refugee camps. The Chief of Mission discussed this question with the military authorities, and it appears that it will be possible to retain both these camps until the present refugee populations have been repatriated.

The Greek authorities have requested UNRRA to admit into UNRRA camps some thousand refugees at present maintained by the Greeks in a settlement at Jerusalem. The status of these refugees is being investigated by the Division on Displaced Persons, but it seems likely that they are all an UNRRA commitment. Nuseirat is the only suitable camp for their accommodation.

Part of a large shipment of supplies has arrived from the United States, and the balance is expected within a few days. This shipment includes 1000 sewing machines, surgical supplies, hand tools, 20 motorcycles and sidecars, 1187 bales of used clothing, anvils and forges. With the arrival of this shipment it has been found possible to replace the previous meager clothing scale by one which will allow a reasonable issue of all types of clothing. Meetings are being held to discuss methods of distribution of used clothing in camps.

The UNRRA Cairo warehouse, which is being temporarily operated by Camps Division, will be handed over to the Middle East Division Bureau of Requirements and Supplies in the very near future. Efforts are being made to effect this transfer by 1 February, though difficulty is being experienced in securing skilled staff.

Stocktaking and preparation of inventories in HQ and Camps warehouses is now proceeding with the assistance of warehousemen loaned from the Bureau of Distribution and Transport.

Captain Duff has been transferred from El Shatt Refugee Camp to the Camps Division, Cairo, to serve as Chief Hygiene Surgeon for all refugee camps.

Balkan

25 January 1945

TO: Deputy Director General,
Bureau of Areas,
UNRRA, Washington.

FROM: Office of Chief of Balkan
Mission, Cairo.

Enclosed for your information is the
monthly report of the Yugoslav Mission
for November 1944.

M. C. Cozen-Hardy

For Chief of Balkan Mission.

Enc: 2 copies report

YUGOSLAVIA MISSIONMonthly Report for November 1944Bureau of Finance and Administration

Since the October report this Department has been working at fairly high pressure meeting the Administrative demands enforced by the ever-changing position of the Mission as at present constituted.

The General position as to Secretaries and Typists is still unsatisfactory, as are also the conditions under which the present staff are working. During the period of the recent Yugoslav ML-UNRRA Committee discussions, a heavy strain was thrown upon the small staff; since then the volume of work within the Mission has considerably increased, and if the re-opening of Committee discussions is again likely, then an immediate increase in staff is necessary if the Bureau is to meet requests for output.

Since the last report, transport has been increased by five 30-cwt vehicles. Local transport staff has not been satisfactory, but at the moment a complete reorganization of this department is in hand, and more efficient handling can be expected.

Office space requirements have continually increased, and have up to the moment been met by the allocation of a villa to the Health Department; further arrangements and allocations are in hand, which it is anticipated will meet all requirements of the Mission at its present strength, both from office requirement and personnel billeting considerations.

Supplies of office requisites have been received, but office equipment and furniture are still short, and Balkans H.Q. have been requested to despatch remaining stores held.

Personnel Division

At the end of November 1944 the Yugoslavia Mission had 138 persons at Headquarters, Bari, Italy. Of those, 88 were regular UNRRA staff, and 50 of them were from the Voluntary Societies. Of the 88 regular employees, the following nationalities and numbers of each were represented:

American	52	Czechoslovak	2
Australian	1	Yugoslav	1
Belgian	1	New Zealand	1
British	26	Polish	2
Canadian	1	Russian	1
Total.....		88	

The Voluntary Society personnel is broken down into six teams, as follows:

Medical	2
Relief	3
Stores-Transport	1

The Mission personnel is housed in summer villas, in moderately comfortable circumstances. The most unpleasant feature is the lack of heat for the rooms and offices. Messing is carried on under the supervision and direction of a committee elected by the entire personnel, and while there may have been individual complaints, on the whole the food situation has been satisfactory and sufficient.

A fairly large percentage of personnel has been suffering from colds during the past month, due in large part to the climate and cold, damp living conditions. This has affected the morale of the Mission

somewhat, and has likewise reduced the working efficiency. A number have been confined to their beds for a period of two or three days. Two or three have been confined to the hospital with more serious illness.

The general morale of the personnel is considerably above the average, especially in view of the general trend of our future program. There has been very little, if any, bickering or strife among the staff here and the work has proceeded in a rather smooth, orderly fashion.

To date we do not have anything like complete records on the staff of this Mission. Approximately one-third of the members have no files at all. Ample records have not been forwarded by Washington, London or Cairo, and the lack of information is most unfortunate.

Bureau of Supplies

The early part of the month was spent in completing the Bureau's comments on the Food section of the Yugoslav Government's Program of Requirements for the first six months period of UNRRA. The scope of these comments was restricted by the fact that the Bureau was not asked to criticize the Government's interpretation of the bases but merely to comment on the program put forward. This was unfortunate as, since the Bureau's report was completed, it is learned that UNRRA Washington revised the program in the light of their own interpretation of the bases. The Bureau's comments were, therefore, perforce confined to criticisms of the Government's calculations of production, estimates of consumption, and to offering alternative suggestions. The report was completed on 11 November, after prior consultation with Senior Commander Warner of the Balkans Mission Supply Bureau, and transmitted to Washington and London. In general, the report recommended a reduction of approximately 150,000 tons in the import requirements of cereals, the elimination of pulse imports and a substantial cut in the demand for vegetable oil imports. The reduction of the total tonnage amounted to 175,000 tons.

In the latter part of the month, and following the decision that Dr. Warriner should go to Washington to help formulate the final Yugoslav program, all efforts were concentrated in preparing summaries of the latest intelligence from Yugoslavia concerning indigenous production and the state of industry as a whole. A staff of helpers was obtained from the Regional Divisions and all information available to CEWA and ML was collected and collated. As a result, Dr. Warriner is going to Washington armed with as much data as can be obtained by us other than by direct contact with the Yugoslavs. Frankly, the lack of essential information available to us is startling, and the Bureau wishes to stress the urgency of rectifying this situation by direct discussions on the subject with experts in the country.

The month was one in which the Bureau of Supplies began to find its feet. A series of discussions with the Balkans Mission Supply Bureau and the Industrial and Agricultural Rehabilitation Divisions of the Yugoslavia Mission resulted in a clearer definition of the functions of the two divisions and the overall responsibility of the Bureau. Appreciations and Plans of the Bureau and of the Divisions regarding their various activities were prepared and agreed. Stress, however, is placed on the inadequacy of the staff of the Bureau, and of the necessity of obtaining a Chief of the Supplies Bureau who is acquainted with supply problems on a world scale and who could coordinate the activities of the Bureau and the Divisions. The danger of the situation is indicated by the fact that, if the ML were to pass their program on to the Bureau, a total staff of three persons would be available to administer and prepare schedules for a program involving half a million tons of supplies. Even on the long term basis, the situation is serious. The Bureau and its Divisions must form itself now into an efficient unit if it is to be in a position to

tackle the UNRRA program in six months time for, in the final analysis, it will be on the handling of the Supply Program that UNRRA Yugoslavia will stand or fall.

The situation has now been made an urgent one by the fact that permission to discuss Requirements and Indigenous Production with the Yugoslav delegates in Bari has been granted. The addition of certain specialists to the staff is imperative if discussions of this sort are to be efficiently handled, and it is urged that every effort be made to locate such specialists in the Middle East so as to avoid further delay.

Industrial Rehabilitation Division

During the month, work has been mainly concentrated on the estimation of requirements for industrial rehabilitation. The work of tabulating and analyzing requirements has continued, and in the case of machine tools and electrical machine shops is nearing completion.

In October, conferences were held between Military Liaison-Yugoslavia officials and Yugoslav delegates. The technical discussions continued throughout the month of November, and those on Engineering and Transportation, Supply and Port Working were attended by the IRD members as observers; summaries of the proceedings have been forwarded to Washington and London. The interest shown by the Yugoslav delegates at these meetings in the most up-to-date industrial methods resulted in three of the delegates taking a trip to Foggia to study the machinery installations and road-building equipment there. Further arrangements have been made whereby six Yugoslav mechanics will be attached for two to three weeks to a road-building unit in order to learn the operations and maintenance of equipment. As soon as these are selected by the Yugoslavs, the first course of instruction will start (providing the road-building unit remains in the Bari area.)

In the absence of a technical subcommittee to discuss shelter, two special meetings were held between Yugoslav delegates and the UNRRA shelter specialist, to consider building requirements which rank high in the Yugoslav list of priorities for post-war relief. During the discussions the plans developed by ML for the introduction of prefabricated housing were reviewed. More careful consideration of these plans is now being given by the shelter specialist, who has also prepared detailed comments (Series I) on the estimates of building requirements submitted by the Royal Yugoslav Government and also by the Committee of National Liberation delegates at Bari.

The forthcoming discussions to be held directly between UNRRA official and Yugoslav delegates have necessitated considerable preparatory work. A meeting was held by the Director to define clearly the object of the meetings, and also the best method of conducting the discussions. The decisions reached at this meeting have been embodied in a memorandum to the Acting Chief of Mission.

In connection with the new Washington budget proposals, a plan has been prepared outlining the staff which will be necessary for the efficient functioning of the Division when actual industrial rehabilitation in Yugoslavia takes place.

Agricultural Rehabilitation Division

The Acting Director of the Division, Mr. Millard Peck, and an agricultural rehabilitation specialist, Wing Comd Innes, attended the following meetings called by HQ ML (Yugoslavia):

Nov 1 Veterinary Committee at which ML Veterinary proposals were discussed.

Nov 6 Agriculture and Fisheries Committee at which ML proposals relative to Fisheries were reviewed. At the request of the Chairman W/Comd Innes acted as Secretary of the meeting.

Nov 3 & 7 Agriculture and Fisheries Committee at which the general agriculture program of ML was presented and explained. W/Comd Innes acted as Secretary.

Dr. L. L. Scranton, Acting Director of Agriculture, Balkans Mission, attended the meetings on November 6 and 7 and took part in the discussions. On completion of each meeting, Mr. Peck submitted a detailed report to the Acting Chief of the Mission of the subjects discussed: ML proposals, Yugoslav comments, comments of UNRRA representatives, decisions arrived at, subjects for further discussion, and subjects for policy discussions.

In brief, the meetings afforded both the Yugoslav delegates and UNRRA representatives an opportunity of meeting one another and of becoming more familiar with the ML proposals. Discussions were carried on in a friendly and harmonious manner and the Yugoslav delegates recorded their appreciation of the thought and care taken by ML representatives in the preparation of their programs.

Dr. Scranton arrived in Bari from Naples on November 5, and remained here until November 11 when he returned to Naples. During his visit he conferred with the Acting Chief of the Mission about the agricultural activities of the Mission, with the agricultural staff concerning the completion of the agricultural program of the Mission for the year 1945, staff requirements, etc., and with Mr. Peck and with the ML Agricultural Officer regarding his program.

At the request of Major Russell, Agr. Officer ML (Yugoslavia), Mr. Peck and Wing Comd Innes spent two days assisting him to complete breakdown and tabulate certain ML Agricultural supplies which he had been notified were being called forward to ports, shipping tonnages, etc.

The proposed Agricultural Production Program and statement of requirements was completed and a copy submitted to the Acting Chief of the Mission.

On the authority of Acting Chief of the Mission, Mr. Peck and Wing Comd Innes proceeded to Naples on duty on Thu November 16, returning to Bari on FRI 24 November. While in Naples the Proposed Agricultural Production Program with estimated Import Requirements for the year 1945 was reviewed in detail with the Balkans Mission's Director of Agriculture, Dr. L. L. Scranton. Copies were sent to Washington and London.

After completing of the Agricultural Program and Import Requirements, conferences were held with Officers of the Bureau of Supply on the preparation of breakdowns or requirements on various stipulated dates into delivery schedules for six months, three months, one month, and ten day periods. A detailed breakdown by items and tonnages of the requirements for the quarters JUL-AUG-SEP 1945, and OCT-NOV-DEC 1945 was then completed.

Mr. Peck reviewed with Dr. Scranton the needs for an enlarged agricultural staff for Yugoslav Mission. Before leaving Naples, Mr. Peck arrived at an understanding with Dr. Scranton about the work to be proceeded with at Bari. On his return to Bari, he submitted a written report to the Acting Chief of Mission on what had transpired at Naples and the work proposed for the immediate future.

The work now in hand or for early attention includes the following:

- a. Amplifying the comments of Dr. Kelsey and Dr. Scranton on the London-Yugoslavia requirements program, and forward through channels to Washington.
- b. Working on food processing equipment requirements for 1945 for the following small-size plants (as contrasted with large industrial plants).
 - i. Oil-crushers
 - ii. Flour mills
 - iii. Bakeries
 - iv. Dairies
 - v. Canning plants
 - vi. Community food-processing plants(This classification is based on a description of parallel activities in the Agricultural Rehabilitation Division in the Washington office, as set forth in Memo with attachments from Lincoln D. Kelsey, 25-10-44.)
- c. Working on Veterinary requirements, 1945.
- d. Completing fishing requirements, 1945.
- e. Amplifying in as much detail as possible the specifications covering the goods listed on requirements in the program referred to in para. 1 above.
- f. Reviewing a certain manuscript on Yugoslavia agriculture recently received from the Washington office of the Division of Agricultural Rehabilitation.
- g. Conferring with Yugoslav agriculturists and preparing accurate data on dates of seeding and harvesting for all major crops, rates of seeding, adapted varieties, rates of fertilizer, fungicide and pesticide application for various regions.
- h. Preparing plans including the necessary pro-formas for the agricultural reconnaissance surveys.
- i. Collaborating with the Division of Transportation and Distribution on problems of inland transportation of agricultural products and supply time schedules showing peak movements of agricultural supplies.
- j. Collaborating with the Division of Transportation and Distribution on problems of warehousing agricultural products.
- k. Informing the Division of Transportation and Distribution as to what districts, counties, and villages, agricultural supplies are likely to be supplies, methods of issue to farmers, and repayment plans.
- l. Submitting on January 1 to the Agricultural Rehabilitation Division of the Balkans Mission, a 3-months shipping program, covering May-June-July agricultural requirements showing:
 - i. Port designation
 - ii. Priorities (based on 100, 85, 75, 50 and 30% shipping availability).This will be repeated each month with one of the three months dropped and a new one added.

- m. Revision of "Plans and Appreciation" for Agriculture for the Yugoslavia Mission Handbook.

Mr. Wilford Johns who holds the appointment of Director of the Agricultural Rehabilitation Division of the Yugoslavia Mission is reported to have arrived in Cairo.

Health Division

Detailed work was done on problems of mess and billet hygiene and problems of personal health of the staff. A Sanitary Committee under the leadership of Major Ingram, and including sanitary officers of the two Mobile Hygiene Units, was formed to draw up a sanitary code and to maintain continuous sanitary supervision over mess and billets. Major Barfield was put in charge of sick personnel and attends each day at the M.I. Room along with Lt. Col. McRae. Inoculations of staff were kept up to date by Dr. Purlic.

Miss Kerze, Chief Nurse, visited the Yugoslav R. Refuge Camps in S. Italy at the invitation of Lt. Col. Swanston, R.A.M.C. and presented a scheme of re-organization of nursing work. A medical library was started with the books purchased in Cairo and various journals from private sources.

All Chief Officers in the department made helpful contacts in the district, including meeting with the Yugoslav Medical Mission and its Commanding Officer. The Director visited various British General Hospitals in which Yugoslavs were treated, and Yugoslav hospitals and sanatoria.

Welfare Division

In the early part of the month, discussions were held with the M.L. and Yugoslav representatives on the Relief Committee. No satisfactory conclusion could be reached as all discussion on personnel entering the country had to be deferred to higher authority. It is anticipated that these conversations will be resumed shortly.

Due to the arrival of a further five members of the Welfare Field staff and the remainder of the personnel of the Voluntary Society Units, there is an urgent need for active and real employment. Because of this preliminary conversations have been held with the A.C. Commander of the camps in Southern Italy at Lecce, and in Rome, with the UNRRA representatives of the Italian Mission. It is anticipated that except for a small headquarters staff employment will materialize for the whole group within a few weeks.

Mr. Harry Greenstein, Director of Welfare, Balkans Mission, paid a short visit to the Yugoslavia Mission, during which he participated in the conversations in San Spirito, Caserta and Rome, with reference to the most satisfactory use to be made of waiting personnel. He requested the return of several members of the staff to take up work with the Yugoslav Camps in the Middle East.

At the end of the month, trucks and driver personnel, which were expected with the remainder of the Units, had not yet arrived.

Provisional assignment of newly arrived staff to Regions has been made, but due to the plans for immediate loan of the staff to the Italian Mission, the assignments have not been completed. Welfare staff meetings have continued regularly throughout the month.

Displaced Persons Division

The Displaced Persons Division remains the same with a Director and two specialists.

In the early part of the month, after representations from UNRRA, a new Sub-Committee (F.I.) was set up by ML to deal solely with questions of displaced persons, and a separate officer (Major Heyd) was appointed to deal with these matters. An agenda for the first meeting of the Sub-Committee was prepared and submitted to the Yugoslav delegates, but no meeting has been called by the end of the month.

A visit of the three members of the Division was paid to Lecce to discuss with Colonel Oldfield, A.C., the return of Yugoslav Nationals from the Italian camps to Yugoslavia. Some two thousand of these have already returned to their homeland under the auspices of A.C., and a further number are expected to leave shortly. Shipping arrangements are made by the Partisans, A.C. providing clothing, blankets and nine days' rations to each person.

During the month, the Division has pursued its investigations as to the number of foreign nationals in Yugoslavia. To this end, a short questionnaire was prepared and sent into the country by 37 Military Mission to its liaison officers. As a result, the Liaison Officer at Belgrade sent back a message saying that Marshal Tito was willing to accept a member of the "International Displaced Persons Committee" in Belgrade to discuss the matter. In view of the questionnaire this obviously refers to UNRRA Displaced Persons Division, and after discussion with ML the matter was taken up with Mr. Jackson at Naples, who agreed to the visit. The project has now, however, been held up by the Military, and no decision has yet been reached.

Towards the end of the month, Mr. Alspach arrived from Cairo, and at the end of the month Mr. Pearce and Mr. Barger, Displaced Persons Division, Greece, arrived from Athens. These three, accompanied by Mr. Farber, are at present in Rome awaiting the arrival of Mr. Fred Hoehler.

7 December 1944

To: The Division Chiefs:

A limited supply of this "staff sheet", which was prepared and duplicated in the Cairo office, has been received in UNRRA headquarters.

The following distribution has been made:

Director General
Secretariat
O.R.L.
General Counsel

Supply
Areas
Displaced Persons
Health
D.A.

Welfare
D.D.G. B. F&A
F.A.
P. I.

Stella Leche Deigman
Chief, Communications Section
Bureau of Areas

"STAFF SHEET"

(The contents of this Staffsheet are for the information only of UNRRA Balkan Mission staff and must not be communicated to persons outside the Mission)

ISSUE 5
1 November 1944

UNRRA
Balkan Mission

.....

FROM SIR WILLIAM MATTHEWS ON THE OCCASION OF THE NINTH, NOVEMBER

"It had been hoped that the first anniversary of the Agreement of Ninth, November 1943, would afford a chance for all our members to be together and review our short history; also to look at our immediate and vital future. And to such a gathering all personnel of the Voluntary Societies would have been heartily welcome. But the uncertainties of the moment do not allow plans of this nature to be made.

Instead, may I say to everyone, let us make the year of UNRRA operation -- the year that shall soon begin -- a year of constant improvement, month by month, of the plans we have made, of our relationships with each other, and with the military and governmental authorities--with whom we shall have dealings.

And let me say also, THANK YOU, one and all, for the work you have done, in the face of inconvenience and uncertainty, in carrying forward untiringly the work of our organization. We are all determined on one thing, that the job we set out to do shall be done, that the sacrifice we each made in leaving country, home, and family shall be repaid in the satisfaction each of us is sure to feel when we have given of our personal energies so that other countries, homes, and families may be relieved of the heaviest of their sufferings.

On the Ninth of November 1945, judgments of UNRRA will have been written in cold ink. On the Ninth of November 1944, we can resolve to make these judgments bear testimony to our part in the restoration of a healthy world."

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MISSION MOVEMENTS

Sir William Matthews, Mr. Alvin Roseman and Mr. Cyril Pickard have visited Naples. Sir William, who was away for fifteen days, held several conferences with the highest military and civil authorities in Naples, Rome and Caserta.

Mr. Roseman and Mr. Pickard saw the Requirements and Supply staff, in Naples. The staff were just settling in at the Terminus Hotel, where they have a grim view of the wreckage caused by Allied bombs. Although Naples is extremely short of transport, the UNRRA visitors caught a historic glimpse of an UNRRA station wagon against the background of Vesuvius; this, they felt, partly solved the mystery

of the missing station wagons at Dar-el-Shifa.

After Naples Mr. Roseman and Mr. Pickard went to Bari, where they met the Yugoslavia and Albania Missions staff, who are now living in a magnificent palace with painted murals and ceilings. The Yugoslavia Mission in Bari have one common mess hall where 100 people can be quartered very comfortably; they are enjoying their rations, prepared by first class cooks. The Albanians were housed in another villa, which is the proud possessor of a chandelier worthy of Buckingham Palace or the White House. Unfortunately, the cold weather is causing some discomfort to the newcomers, but Mr. Tom Hall is securing heating installations for Bari.

Mr. Neville Miller, Deputy Chief of Mission, went over with the first party to Bari, accompanied by Mr. Charles Elkinton, Col. F.H.M. Maxwell and Mr. Roy Redmond. Among the subjects considered was the location of the Balkan Mission. The Military had previously indicated that they desired to have the Balkan Mission headquarters moved to Italy. Although there would be advantages in having the H.Q. close to AFHQ, it was decided that the most important task for the immediate future was the reception, instruction and equipment of personnel of the various country missions, and the establishment of the missions as coherent units. Any transfer of UNRRA Balkans Mission H.Q. at this time, it was felt, would lead to serious handicaps in performing this task. Moreover, the advantages to be gained were lessened by the fact that, while the UNRRA officials were in Italy, MLHQ (Balkans) was merged with G5. Many of the officers were assigned to the country missions, and General Sadler reestablished his headquarters in Cairo. Wherefore, it was decided to retain UNRRA Balkan HQ in Cairo, to designate Mr. Elkinton as chief representative of the Balkans Mission with AFHQ in Italy, and to set up at AFHQ a staff of supply and shipping representatives to work with the supply section of ML (Balkans) and AFHQ.

Mr. Birk, Director of Public Relations, has returned from London where he gave Sir Frederick Leith-Ross, Chief of the European Regional Office, a picture of the Balkan Mission. Sir Frederick showed particular interest in Public Relations work here. Other people whom Mr. Birk met were Mr. Hochler, who is in charge of the Displaced Persons staff at present at work in France, Belgium and Luxembourg; Mr. Leonard Ingrams, Director of the European Regional Information Office, Mr. Cummings, his deputy, and Mr. Phillips, Liaison Officer with Washington. Mr. Birk established close contact with the London press and radio and made arrangements with "Picture Post" to carry a long illustrated feature story on the camps. The B.B.C. also is ready to give UNRRA time on the air to clear up the functions of the Balkans Mission to the world; this broadcast would be relayed to the Balkans. Mr. Birk also secured three P.R. recruits. Commenting on London, Mr. Birk said that in spite of the wreckage caused by Nazi destruction, he thinks London is the best place in the world to live, outside one's own country. Mr. Birk carried 73 bananas, 30 oranges and 8 pounds of chestnuts, a private relief and rehabilitation mission to London.

NEW ARRIVALS

BALKAN MISSION

M.R. Dundas. Col. N. Maxwell. I.L. Fairhead. A. Nicks. J.E.C. Sandbach
J. Fisher. A.A. Lipszic. Lt. R.D. Hallam.

GREECE MISSION

S. Calvocorassi. H.M.S. Churchman. L.L. Hugh Jones. Major S.R. Mark.
S.A.G. Russell. V. Tscuderos. J. Young. E.H. Young. L.P. Arthur.
M. Blum. J.D. Brown. Major S. Garfield. M.G. Henderson. N.G. Kalmer.
W.E. Philpots. L.G. Tracy. R.D. Tompkins. C.H. Hall. B.C. Anderson.
F.S. Curtis. D. Velanides. E. Mill.

YUGOSLAVIA MISSION

Major L.E. Edwards. B.M. Kerr. M.L. Bindelkova.

ALBANIA MISSION

B. Eschenbach.

NOT YET ASSIGNED TO ANY MISSIONS.

V. Arnold. Capt. C. Creech. H.M. Chapman. J. De La Gordon. D. Idelson
H.V. Lindsay. E.J. Ryan. Lt. M.A. Shapiro. R. Salant. Dr. W.E.
Thompson. J. Antebi. V. Goldstone. I. Joseph. Lt. J. Harger. E. Holt
M.C. Henderson. H.B. Montgomery. H.R. O'Brien. M.G. Oxford. L.O. Prall
D.B. Pontz. J. Barclay Jones. J.P. Walter. L. Azis. P. Alessandrol.
L. Tringalli. H.G. Girgis. A. Vutta. E. Capponi. R. Rabinovitz. R.
Boulos. M. Hancin. C. Cabasso. S. Levy. H. Skidmore. M. Naggar.
J. Skidmore. D. Velanides. G.J. Pearson. C.A. Theker. M.H. Spence.
V.G. Odell. C.A. Coombs. G.D. Scrivanes. Dr. J. Shapiro.

NOTES FROM THE OFFICE OF THE CHIEF OF MISSION ON THE ACTIVITIES OF THE BALKAN MISSION

Apart from the mobilisation of the Yugoslavia and Albania Missions in Italy and the settling down of the staff in San Spirito and Caserta, it is expected that the rest of the Greece Mission will be in Greece by the end of November.

The work of reception, mobilisation and movement is still increasing and should reach a peak during this month. Voluntary Society teams for Albania and Yugoslavia will also be on the move to Italy. At the same time it is hoped to move some voluntary society personnel into Greece during the month.

As the Missions move into the field, the problem of communication between Country Mission, Balkan Headquarters and Washington is causing us a great deal of concern. Everything is being done to keep the Missions fully informed of the most important events.

PROGRESS IN THE MISSIONS.

GREECE MISSION

The month of October has been one of mobilisation, movement and beginning of operations for the Greece Mission. The following H.Q.

Staff are already in Athens, preparing the way for the balance of 60 to 65 members of the staff now in Cairo: Messrs. Archer, Chief of the Greece Mission, R. Young, H. Davis, L. Rohrbough and K.C. Becker. The disposition of other members of staff of the Greece Mission is as follows:

District I, Region A., Col. G. Osincup, Major E.G. Smith, Mr. E.M. Wahlberg located in Athens. Region B., Messrs Louis Alexopoulos and A.D. Harvey, now in Kalamata.

District II, Col. La Fontaine, now en route for Bari, Dr. Churchill has been alerted to proceed the same way. The rest of District II are now in Cairo.

District III, All are available at embarkation points for Volos; they are Messrs C. Compton, G.C. Roberts, H.O. Nash, C.L. Fontaine, A.H. Hausmann, W.A. Grey-Walker, O. Schiller, A.W. Johnston, F.S. Lech, T. Casdagli, A.F.H. Carter, Henry Barnes, G.F. Lee, L. Wingert, G.S. Richards, J.P. Walter, M.L. Varley, Major F.F. Aldridge.

District IV, V. Deacock and W.P. Montgomery (now back in Cairo) Lt. Col. E.K. Musson has been in Chios and Mitylene for the past two weeks but has also returned to Cairo; Mr. E. Haziemmanuel has been alerted to proceed there to replace Mr. R.G. Hill and Mr. Finlayson have been in Chios for one week. Three other members of District IV are still in Cairo.

District V, Messrs H. Sibley and R.F. Deforest are at the embarkation point for Syros; Dr. Ruth Parmelee and Matron E. Williams are to proceed soon. Four members of District 5 are still in Cairo.

District VI, All ten members are in Cairo.

Government and Public Relations, Greece Mission.

Dr. Homer Davis is now in Athens working closely with AM and the Greek Government; during his absence, Mr. Christopher James is acting as head of this Division. He has arranged for a show of motion picture films to the Voluntary Society Personnel who are at present stationed at Camp B, Maadi; to this purpose, he established contact with OWI and a musical short subject on Toscanini and a full length film were shown last week.

This Division has been talking at Maadi training camp to the new arrivals on the over-all organization and structure of the Greece Mission. Preparation is being made to translate basic UNRRA documents into Greek. Two stories have been sent to the Greek press.

YUGOSLAVIA MISSION

During the last half of October, approximately sixty members of the Yugoslavia Mission were transported to Italy to join those already in Bari. Also included in this group were twelve members of the Voluntary Society British teams, representing the leadership. In addition, four secretaries went forward from Cairo.

As already mentioned in the first part of this Staffsheet, the Yugoslavia Mission has been quartered very comfortably in villas in San Spirito a suburb of Bari. A very good mess has been established and work is proceeding on the necessary steps for organization and development of regional teams.

The former titles of District Director and Deputy District Director have been changed to Senior Regional Officer and Deputy Regional Officer respectively.

In the near future, the balance of the Voluntary Society personnel, including their transport, will move forward to join their leadership and

be prepared for actual operations.

PROGRESS IN THE BUREAUS AND DIVISIONS.

BUREAU OF FINANCE AND ADMINISTRATION

Mr. Tonkinson is expected back from Washington and London, where he has been reviewing the general position, it was Mr. Tonkinson's first trip to the USA.

Col. Langman is still immersed in the manifold problems of mobilisation but he is leaving in a very short time for England, as he has completed his term of five years of military service in the Middle East. Lt. Col. L.A.J.C. Wilkinson, who will replace him, has been working with him for the past week or so.

Mr. Kassargi is the happy father of a little daughter.

As for the latest APO news, one look at the notice board will explain the whole situation, which has now been cleared up definitely.

BUREAU OF REQUIREMENTS AND SUPPLY

The balance of the staff of Requirements and Supply (Balkans) joined Mr. Charles Elkinton in Naples during this month. Requirements and Supply is working with ML Balkans in co-ordinating the ML and UNRRA supply and shipping programmes. The Middle East Bureau of Requirements and Supply has been established under the direction of Col. Webb, who is in the process of transferring Supply and Requirements from the Camps Division to his Bureau.

BUREAU OF DISTRIBUTION AND TRANSPORT

A number of people have gone into Greece. Mr. W.J. Russis has left for District 2 with Col. H.P. Henderson and Mr. P. Matorakos, but it is not yet known if they have arrived at their destination. Mr. R.G. Hill and Mr. W.S. Finlayson are now in District 4, Mr. Deforest en route to District 5, and Mr. Wright-Harvey in District I region B. All these people went forward with the main ML groups, while another group are en route from Cairo to District 3.

A programme has been developed for the training of all new arrivals: After each man has gone through the Orientation Course, a list of reading material prepared by this Bureau is given to him. A private or rather individual interview takes place with Mr. Davis, Mr. Kent and Mr. Rogers, who see to it that the whole programme is explained to him from the distribution, transport and warehouse points of view.

Among the 50 members of Distribution and Transport, there is only one woman, acting as Distribution Officer; she is Maria Sindelkova, a Czech.

The warehouse plan and appreciation have been completed and the plan and appreciation of the entire bureau is being duplicated. More people have been assigned to the Yugoslavia and Greece Mission Divisions for Distribution and Transport.

DIVISION OF AGRICULTURE AND FISHERIES.

This Division is busy working on an agricultural handbook on Greece. This handbook contains agricultural data for requirements, allocation factors for supplies, political subdivisions and data sheets for survey work and field reconnaissance. The agricultural programs for Greece is in the process of being mimeographed.

Mr. L.L. Scranton is acting as head of Agriculture and Fisheries in the Balkan Mission, as Mr. Kelsey is joining the Greece Mission as head of Agriculture and Fisheries Division.

Mr. Barboutis, a newcomer to UNRRA but not Egypt, since he is a well known figure in Alexandria banking circles, has made a gift of deep sea fishing material worth several thousands of pounds. This type of fishing gear has been very much in demand and the gift is going to be a great use for next spring's fishing season. Mr. Kelsey said: "This gift is typical of the gestures and by the Greek citizens resident in Egypt to UNRRA. My division has received several anonymous contributions of fishing tackle; and the Board controlling the Greek School in Alexandria has placed its big hall at our disposal for the preparation work we have had to accomplish in fishing tackle bought second hand in the Middle East for Greece, Yugoslavia and Albania."

HEALTH DIVISION.

There are a large number of new arrivals this month; from the United States come three women doctors: One Creach, Lydia Edwards and Evelyn Holt. S. Garfield, Henry O'Brien and J. Gallner arrived at the same time, the latter from the United Kingdom. Howard Chapman, Richard Mark Maurice Shapiro, all three Sanitary Engineers, have arrived from the U.S. while Frank Bosquet is the medical Requirement Specialist. Nurses Virginia Arnold, Ruth Ballou, Mary Engle and Jean Harper are the first UNRRA Nurses to arrive who have been commissioned in the Public Health Services and are therefore in P.H.S. Uniforms.

Other arrivals in the Nursing Branch are Louise Smith, Dorothy Morris Lily Powell, Phyllis Bucknell, G. Cooper and Jean Bowman. A large number of Nurses Aids trained by UNRRA in the camps graduated this month; a numerous audience attended the Bolnicarki (Yugoslav Nurses Aids) graduation at El Shatt Camp. 83 Bolnicarki and 10 Yugoslav Red Cross girls were given their certificates. Moses Wells also had ceremonies to mark the completion of training of its sixth and last group of Nurses Aids.

A number of Voluntary Society Personnel were seconded to Health Division this month and have already been assigned for duty in camps or with Missions. These are Dr. J.L. Shapiro, Mr. Maurice Dubin, Dr. E. Hadjiemanuel and Miss Prall.

Miss D. Valanides and Miss Lillian Nejar have been added to the Secretarial staff.

Lt. Col. Osincup and Major Smith left for District I, Greece; Dr. G. Churchill for District II, Greece, and Miss Margaret Warley, Regional Nursing Consultant for District III, Greece.

Nearly all the Health Division staff, Yugoslavia Mission, left with their Mission.

The Health Division regrets to report the death of Dr. J.J. Patterson Medical Officer in the Yugoslavia Mission.

DISPLACED PERSONS.

Mr. W.F. Montgomery has returned from a trip to the Greek Islands, where he surveyed the possibilities of repatriation. On his return he made a tentative plan for the repatriation of the Greek refugees.

Mr. Pierce and Mr. Youdin, in company of Mr. P. Beck of Camps Division have completed a tour of the Greek Camps in Syria and Palestine, namely Nussirat and Aleppo. A conference was held with the British B.M.A. (Civil Affairs) who are in charge of the administration of the Dodecanese islands, regarding the repatriation of the Dodecanesians.

Registration of the refugees in Musoirat and Aleppo has already started; while it will start at El Shatt in the very near future. Moses Wells is well in advance; the first cards have been set in the Central Index.

Mr. Charles Alspack is a new arrival to the Displaced Persons Division. He will act as Director Displaced Persons attached to the main Balkan Mission, wherever it goes. This Office is proceeding with a plan to send District Officers to Cyprus, Palestine, Syria, India, Iran and East Africa.

PERSONNEL DIVISION

Under the able control of the Acting Director of Personnel, Mr. F. Young, a revision of the whole personnel index system is being made. Budgetary analysis is proceeding and the necessary adjustments are being made.

The business of assigning people to the different missions is proceeding steadily and in order to facilitate work, the mission records are being duplicated, originals being held at H.Q. and the copies given to the relevant mission concerned.

Some local recruitment is proceeding where authority has been given.

CAMPS DIVISION.

There have been several important visitors to the camps. The Commander in Chief, Middle East Forces, Sir Bernard Paget, visited El Shatt and Moses Wells camps on the 28th October and expressed deep satisfaction at what he saw. He was accompanied by the C.M.W., D.M.G. (Movements) and Brigadier Ross.

Mr. Beck, accompanied by Mr. Pierce and Mr. Youdin visited Musoirat and Aleppo.

Brigadier Ross left for England on 2nd November and is reporting to the European Regional Mission of UNRRA. Miss O. Hanson has assumed the position of Nursing Advisor in the place of Miss Kerse who is now proceeding to the Balkans. Capt. R. Chaplin has been transferred to Camps Division as Liaison Officer.

The move from Khatatba is approximately half completed. The news of the liberation of Greece has been received with a great deal of enthusiasm in all the Greek camps. While certain elements expect that they will be repatriated immediately, reports from the Balkans have made most of them realise that they may have to remain for some time in the camps. As a matter of fact, Moses Wells camp has made preparation for celebrating Christmas in a grand and happy way. The Yugoslavs in El Shatt celebrated the liberation of Belgrade with a big bonfire and a great deal of rejoicing.

INDUSTRIAL REHABILITATION

Mr. Verity took up duties as Director of the Industrial Rehabilitation Division of the Greece Mission on the 4th October.

The Division is now thoroughly organised and a system for the classification and following up of the industrial rehabilitation activities in Greece has been established. In addition a system has been devised whereby monthly reports can be compiled easily and information at all times made available in regard to work in hand, work to which priority has been allotted and work where material and equipment have been delivered.

Mr. Eastmond has joined this Division and is in charge of roads, bridges and railways. Mr. L. Marshall is another new arrival to this mission; he is to take charge of mechanical, electrical and other industries. Mr. Vassiliou has been transferred from the Greece Mission to the Balkans mission.

Mr. Van Teylingen, who is in charge of shelter, has compiled a very complete report concerning the rehabilitation of demolished houses. A suitable number of questionnaires to be submitted to factories are being drawn up, so that information necessary to enable action to be taken will be readily available.

INTELLIGENCE DIVISION.

Mr. R.F. Hoddinot, the Chief, is back, after a long illness.

The Intelligence Division of the Balkan Mission now consists of Mr. Hoddinot, Miss Alice Shureliff, Dr. C. Constantoulis and Miss Zeyz. Mr. Atkinson has been transferred to the British Embassy to Greece. The Yugoslavia Mission Intelligence Division consists at present of Captain J.S. Barker, Miss Duncan and Mr. Beighton who left Maadi with the rest of the Yugoslavia Mission. Mr. John Ledesco left Cairo to join the Albania Mission as Intelligence Officer.

The Greece Mission Intelligence Division has completed its separation from the Balkan Mission Intelligence Division and is ready to move with the Country Mission.

WELFARE DIVISION.

During the past two weeks, there have been new arrivals who are destined to work in the Balkans. 60 members of the Voluntary Societies arrived from the United States and from the United Kingdom; in addition 10 members of the UNRRA Welfare staff also arrived.

Members of the UNRRA Welfare staff have already moved forward into Greece; along with them have also moved representatives of the Voluntary Societies.

Plans on Child Welfare and occupational activities have been recently completed. As already mentioned in the last issue of the Staffsheet, members of the Welfare Division of the Yugoslavia and Albania Missions have already moved forward to Italy.

Many visits to the camps have taken place and Miss Pollack has reviewed welfare needs when in camps.

Mr. Harry Greenstein, Director of Welfare Division, has been meeting all new arrivals from the UNRRA Welfare Division, U.S.A. as well as the Voluntary Society Welfare members, at Maadi and has been discussing with them the Welfare Programme and its relationship with the different societies.

PUBLIC RELATIONS DIVISION.

The return of the Director, Mr. Louis Birk, and the arrival from America of Miss Mary Rubin, Administrative Assistant, have made it possible to increase Public Relations services. A great deal of basic material, written and photographic, on UNRRA personalities has been collected for distribution to the U.S. and British press and various stories on UNRRA's sphere of activities in the Balkans and articles explaining its scope, have been released to the Middle East and world press. Numerous talks have been given in Egypt, Miss Gilruth flying to Assiut to fulfil a two-day lecture tour in Upper Egypt. The cameracrew who will make the El Shatt film have arrived from England and are now on location in the

camp. This film will be released through the Ministry of Information in the United Kingdom, through the National Film Board in Canada and through principal channels in the United States. The Director of the film is Arthur Calder-Marshall, who is also a well-known novelist.

The Chief of Mission and Staff of the Balkan Mission have learnt with the deepest regret of the tragic death of the British Minister Resident in the Middle East.

Lord Moyne was a good friend of the Balkan Mission, with whose activities he always showed the readiest understanding and sympathy. His death is a great personal loss to the Mission.

29 December 1944

OK
Balkan

TO: UNRRA, Washington. Attention: Mr. R. F. Hendrickson
Deputy Director General, Bureau of Supply

FROM: Grant Tolley, Acting Deputy Chief, Balkan Mission
Bureau of Requirements and Supply

SUBJ: Salvage from surplus British Army Stocks, M. E.
and civilian surplus stocks.

In Mr. Elkinton's Activities Report of November 8, under the sub-heading "Middle East Division - Bureau of Requirements and Supply" reference is made to UNRRA's standing in the Middle East relative to our priority in obtaining Army salvage and surplus stocks.

Offtake from the civilian market to meet Balkan demands as against Middle East demands is also a problem which Mr. Elkinton has previously addressed to you, and on which Mr. Elkinton will undoubtedly have discussed whilst in Washington. ~~Mr. Elkinton~~ It is now quite clear that unless UNRRA's position in the Middle East is established as a claimant for offtake of surplus materials from the Middle East, there will not be any possibility of our meeting with success in making bids for bulk commodities, e.g. rice, which forms a substantial part of the Greek food program, is available from Egypt but we have been informed by MESC that with their approval it has been decided by the Ministry of Food, London, that all surplus Egyptian rice will be exported to other Middle East territories requiring this commodity and to Ceylon who have, since the loss of the Burma rice-fields, received the bulk of the Egyptian rice exports.

By virtue of the short haul from Egypt to Greece it would seem that it might save ocean sailing vessels if the Greek requirements could be met from Egypt. You may wish to take this matter up with the UNRRA London office and the Ministry of Food. Perhaps you would let us know if you require us to reopen discussions with MESC on this problem since the Ministry of Food will undoubtedly consult MESC before taking a final decision in acceptance or rejection of any request which UNRRA puts forward.

Copies to:
Mr. Michael Menshikov, Washington
Lt. Col. J. M. Webb, Cairo
Mr. D. H. Adair, London

GRANT TOLLEY

Balkan

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

December 15, 1944
File No: 62/4
CAWA /505

TO: Mr. Conrad Van Hyning
Acting Director of Welfare Division
Washington, D.C.

FROM: Harry Greenstein
Director of Welfare Division
Balkan Mission

RE: Progress Report No. 13, for period
November 14 to December 12, 1944

Attached find Progress Report No. 13, of the Welfare Division, Balkan Mission, covering period November 14 to December 12, 1944.

ENC:

DISTRIBUTION

Welfare (orig to Welfare)
M. Menshikov
G. Xanthaky
O.R.L. ✓
R.L. Brown (Camps)
Corson
Displaced Persons
Health

PROGRESS REPORT
WELFARE DIVISION - BALKAN MISSION
FOR PERIOD NOVEMBER 14 TO DECEMBER 12, 1944
NO. 13

1. Mr. Greenstein returns from Italy.

Mr. Greenstein returned to Cairo after a two weeks' visit to Italy. During the course of his trip he engaged in the following activities:

- a) Conferred with Mr. Hugh Jackson in Caserta.
- b) Participated in a conference called for the purpose of reviewing the status of the negotiations with the Yugoslav authorities.
- c) Met with each member of the welfare staff of the Yugoslav and Albanian Missions. Staff meetings held at which current welfare plans and developments were discussed.
- d) Negotiated with the UNRRA Italian Mission in Rome for the temporary use of the Voluntary Society units in the Italian refugee camps.

2. Cairo Council of Voluntary Societies approves temporary use of the Voluntary Society Units in Italian Refugee Camps.

A special meeting of the Cairo Council of Voluntary Societies was held at which Mr. Greenstein presented arrangements made for the temporary assignment of the Yugoslav Voluntary Society units to the Italian refugee camps. This proposal was unanimously approved and Mr. Lewis Waddilove of the F.A.U. was appointed to represent the Voluntary Societies in the discussions now being held in Rome to work out the necessary details.

3. Meeting with Lady Kissearn.

At the request of Lady Killearn, wife of the British Ambassador, Sir William Matthews called a meeting to discuss the supply situation and welfare needs in the refugee camps. Mr. Greenstein and Miss Gifford participated in this meeting and presented welfare plans being developed in the camps.

4. Mr. Greenstein talks at the Maadi Training Camp.

On December 4 Mr. Greenstein addressed the Greek welfare staff; on December 5 he spoke to the Yugoslav welfare staff, and on December 9, to the leaders of the Greek Voluntary Society teams.

Miss Selene Gifford delivered two talks at the orientation course for newly arrived personnel.

5. Revised budget prepared for welfare personnel required in Refugee Camps.

A revised budget for additional welfare personnel required in the refugee camps was prepared jointly by the Welfare and Camps Divisions. This budget has been presented to the Deputy Chief of Mission for Finance and Administration of the Balkan Mission for consideration and action.

6. Voluntary Society Units to be called forward from the United Kingdom.

At a meeting held with the representatives of the Cairo Council of Voluntary Societies a memorandum was submitted calling attention to certain problems connected with the training, equipment and calling forward of the U.K. Voluntary Society Units now in England. This memorandum was turned over to Lt. Col. J.L. Langman on the eve of his departure for London with the request that he review the recommendations agreed upon with the Director of Welfare of the European Regional Office and with the Council of British Societies for Relief Abroad.

7. Temporary Assignment of Greek Voluntary Society Teams.

On Tuesday, December 5, the Greek Mission left Cairo and embarked on board ship for Greece. Sailing orders were cancelled and the group returned to Cairo the next morning. This has created a serious situation in morale. A series of meetings have been held by the Welfare Division with the Camps Division to explore the possibility of temporary use of Voluntary Society Units and staff in the refugee camps.

8. Legal Basis for Welfare Operations in Greece.

The Greek Welfare Mission is working on a detailed statement of the technical content of a social welfare law, providing for the establishment and organization of a relief and welfare program. This statement of the legal basis of welfare operations will serve as a "check" list in the review of existing legislation in Greece and in the providing of technical advice and assistance on welfare operations.

9. Standards for Relief (Greece).

Food. Lt. Col. Butler (Nutritionist Specialist, Balkan Mission) and Miss Margaret Florea (Diet Analyst) have prepared at our request a schedule of food requirements in the Greek diet for various age groups. A scientific analysis of the food requirements of all people is essential in determining the proportionate amounts which, depending upon the supply, can be distributed to each individual and in determining the relative need of individuals for food.

Clothing. Miss Bruce and Miss Meverette Smith have drawn up a statement of clothing requirements for various age groups. Miss Bruce is also preparing a statement on procedures for Clothing Distribution.

Shelter. Mr. Calvin Wull has been drafting a statement on shelter standards.

Forms. Mr. Melvin Blum is working on forms to be used in determining the need and amount of assistance. These include application blanks, authorization for assistance and referral slips.

Relief Survey. Mr. Stokes and Miss Eccles are revising the relief survey material in light of staff discussions.

10. Relationship with Displaced Persons Division.

A conference has been held with Mr. Pierce of the Displaced Persons Division to discuss what plans may be developed for providing informational services about displaced persons on friends and relatives who it was anticipated would make requests at district and headquarters Welfare Offices in countries of operation. Mr. Pierce felt that this was a service that could not be embarked upon and thought that all enquiries and referrals should be made through the International Red Cross, with which no formal agreement had been made. It was decided that Miss Diers of the Welfare Division would explore the matter further as it seemed definite that some plans would need to be made to give information to relatives about persons displaced either outside the country or within it.

11. Assignments of UNRRA budget line Welfare staff.

The following assignments of recent arrivals have been made:

To Greece: Edmund P. Grice
Anne Wilkens
Harry White

To Yugoslavia: Harold Jacoby

To Albania: Edna Geissler
S. T. Rodman
Thomas J. Prather

To Camps: Paul Edwards
David Hunter

12. Departures to Greece.

The following members of the Greek Welfare staff are now in Greece: Glen Leet, John Dula, Edgar Wahlberg, Eunice Minton, Charles Stokes, Calvin Yuill, Leila Bruce, Archie Johnston, Deborah Pentz.

13. Voluntary Society Workers in Greece.

Friends' Ambulance Unit	- 10
International Voluntary Service for Peace	- 6
Guides' International Service	- 1
Y.W.C.A.	- 1
British Red Cross	- 1
Greek Red Cross	- 2
Greek War Relief Asso.	- 2
Near East Foundation	- 1
Pierce College Unit, Greek War Relief Asso.	- 2

14. Removal of Welfare Division to new quarters.

The offices of the Welfare Division have been moved from Agouza to the King's Hotel located in the central section of Cairo near Shepheard's Hotel. Adequate office space is now available for the entire staff.

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

Balkan

CWA/343

TO : Miss M. Craig McGeachey
Director of Welfare Division

FROM : Harry Greenstein
Director of Welfare Division

RE : Monthly Report of the Welfare Division, Balkan
Mission, for October, 1944.

Attached find copy of Monthly Report of the Welfare
Division, Balkan Mission, for the month of October,
1944.

ENC:

REPORT OF WELFARE DIVISION
BALKAN MISSION
October, 1944

Two unusually important events took place during the month of October:

1. Beginning of relief operations, Greece.
2. Departure of the Yugoslav and Albanian Missions for Italy.

1. Beginning of relief operations, Greece.

On October 17, Mr. Edgar M. Wahlberg, District Welfare Officer, arrived in Athens with an advance party of ML and immediately established contact with governmental authorities and with some of the local Greek organizations. Accompanied by Capt. Politis of ML, he visited a number of institutions, milk stations and feeding centers in Athens. He also met with representatives of the Joint Relief Commission. In a report just received covering period October 17-23, Mr. Wahlberg made the following observations:

"The Joint Relief Commission had 25,000 tons of food stuffs in the harbor, 2000 of which was wheat, 2400 tons was intended for the Aegean Islands and 3000 tons for Crete. It takes 3000 tons a day to supply Athens. The Joint Relief Commission has been supplying about 36,000 tons a month, 24,000 of which is wheat, 1500 tons fish products, rice, sugar and 300 tons soap powder. 600 tons of milk per month has been supplied for children's canteens and institutions. Fresh milk has been procured through exchange for bran produced in the milling of wheat. 200,000 to 300,000 persons have been given rations except for bread, in Athens.

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All the villages in Greece are at least partially burned, in some villages a few houses, and many of the villages completely. Everywhere there is a desperate need for shelter, food, clothing, and medical supplies and building materials. There is little currency in the provinces. Barter is the means of exchange.

Established temporary relief office in Athens. Having many inquiries about jobs, ration cards, missing persons. ML supplies have arrived at both Kalamata and Patros."

Arrangements are now being made for additional members of the Welfare Division to go to Greece and it is hoped that within the next few weeks the entire Greek Mission will be actively engaged in relief operations.

2. Detailed Report of Greek Mission, Welfare Division,
Attached Herewith.

3. Departure of Yugoslav and Albanian Missions for Italy.

The Welfare Divisions of Yugoslavia and Albania have left Cairo for Italy to await the beginning of relief operations. A.K. Balls, Director of the Welfare Division for Yugoslavia, reports that the headquarters have been set up and the Mission is awaiting the results of the conversations now taking place with the Yugoslav authorities, which will determine the scope and extent of UNRRA operations in

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The Welfare Division is finding it increasingly difficult to provide the necessary supervision and direction of welfare services because of lack of staff. The supplementary budget calling for six Camp Welfare Officers has not yet been acted upon. It is extremely important that this budget request be approved promptly and that Camp Welfare Officers be recruited and dispatched at the earliest possible moment. With the coming of the winter months there will be greater need than ever before for the development of an adequate welfare program to meet the varied needs of the refugees in camps in the Middle East.

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The Welfare Division has interviewed and met with all of the newly arrived Voluntary Society workers and has made assignments to the different country missions. Lectures have been given on the functions of the Welfare Division and planned sessions have been held with team leaders. The closest possible relationship is being maintained with the Cairo Council of Voluntary Societies and discussions are held on problems as they arise.

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Total number of Voluntary Society workers as of October 31:

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HARRY GREENSTEIN

Director of Welfare Division
Balkan Mission

23 October 1944

TRAINING MEETINGS FOR STAFF OF UNRRA GREEK WELFARE
DIVISION

PURPOSE

The following training meetings constitute "organized briefing" to familiarize the Welfare Division Staff with the character and content of their welfare responsibilities.

METHOD

1. Meetings will be held each morning from 8:30 to 10:00 a.m. beginning 25 October (Wednesday) in the Conference Room of Hut 639. (Please bring chair!)
2. Plans or other material already compiled will be used as points of departure in the discussion of material.
3. Staff members may be requested to prepare material for and lead certain of the discussions.
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STAFF PREPARATION

It is expected that before each meeting staff members will review any available materials on the subject for discussions. Staff members should come to the meeting with definite questions or comments as to their particular responsibilities in carrying out the welfare services under discussion.

SCHEDULE

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Relationship to ML; General Regulations of Welfare Division; relationship to other UNRRA Division staff; relationship to local and national Greek authorities; techniques and methods of providing advice and assistance.--Mr. Leet and Miss Minton.

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incorporated into a program in the initial and subsequent stages of operation. -- Mr. Dula.

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31 October (Tues.) - PRINCIPLES OF ADMINISTRATION

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1 November (Wed.) - ORGANIZATION OF THE OFFICE OF A.D.W.O.

Necessary organization and procedures to facilitate ease of operations and coordination of the efforts of all staff members. -- Messrs. Stokes and Johnston.

1st November, 1944

MONTHLY REPORT OF THE ACTIVITIES OF THE GREECE MISSION

WELFARE DIVISION, FOR THE MONTH OF OCTOBER, 1944.

OCTOBER, 1944.

With the liberation of a large portion of Greece during the month, operations got under way. The Welfare Division was hard pressed to keep up with requests for personnel to enter the field. Planning was accelerated.

I. LIAISON RELATIONSHIPS

A. with other UNRRA Divisions and Personnel.

- 1) Regular weekly staff meetings conducted by the Chief of the Greece Mission, Mr. Laird Archer, continued, and the reports of these meetings were relayed to the staff of the Welfare Division at its weekly meetings on Friday mornings at 10.30.
- 2) A memorandum outlining inter-relationships and responsibilities of the Health and Welfare Divisions in programs for mothers and children is being developed. This memorandum, when completed, will be issued to all Health and Welfare personnel and should serve as a guide to effective co-operation in the field.
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- 4) Conferences have been held with the staff of the Balkan Welfare Division to clarify respective responsibilities between that Division and the Greece Welfare Division in personnel matters. The Balkan Welfare Division makes the original assignment of both UNRRA and private agency personnel to the country missions and to Camps Division. This decision is made following conferences held by the Balkan Welfare Division with individuals during their orientation period at Maadi. Once personnel are assigned to the Greece Welfare Division, this Division assumes full responsibility for them in all matters of a personnel character.
- 5) The Child Welfare A. & P. and the Appreciation and Plan for Occupational Training and Self-Help Measures were reviewed by Mr. Harry Greenstein, Welfare Director of the Balkan Mission and were revised in accordance with his criticisms and suggestions. In addition the Child Welfare A. & P. was reviewed by Lt. Col. Dodge of the Health Division, and those sections of the Occupational Training and Self-Help Plan that deal with the production by farm women of subsistence foods, were reviewed by the Balkan and Greece Division of Agriculture and Fisheries.
- 6) A conference was held with Mr. Keith-Roach of the Finance and Administration Division, Greece Mission, concerning the General Regulations governing the Greece Welfare Division.

- 6) These General Regulations will be a part of a Manual of (Cont'd) Operations being prepared by Mr. Keith-Roach and will be used as guides by the District Directors and their Staffs.

B. With the Military Authorities.

- 1) After consultation with the Relief Department, ML Greece, the A. & Ps on Child Welfare & Occupational Training were submitted and approved. These plans have been mimeographed and distributed to ML and UNRRA Headquarters and District Commanders and Officers.
- 2) At the request of the Acting Chief Relief Officer (A/CRO), ML, Greece, the Division assisted in drawing up a "leaves" policy and arranging the details for members of the Voluntary Society Relief and Refugee Units to take "leaves" during the latter part of the month.
- 3) Certain revisions of the SHAF registration cards which ML, Greece, plans to use, if requested, in returning internally displaced persons to their original communities, were indicated, following the observation of the registration of refugees at Moses Wells Refugee Camp. These revisions were discussed with the A/CRO and ways of meeting the disadvantages were considered.
- 4) The A/CRO has been engaged in making plans for American Red Cross Staff to enter Greece to observe and consult on the distribution of American Red Cross Clothing during the initial period. Inventories of these clothing stocks were procured by the A/CRO and recommendations for their release have been forwarded to AFHQ for approval. The A/CRO has also recommended high travel priority to Greece for the ARC observers.
- 5) The A/CRO and others of the Headquarters Staff of the ML Relief Department left for Greece the middle of the month. The A/CRO delegated Major deVere, Relief Officer for District III to be liaison with the Division. With the departure of Major deVere and others officers of District III on 27 Oct. the only remaining ML officers are those of District VI (Crete).

C. With Governments.

During the month three informal conferences were held with Mr. Assimacopoulos, Liaison Officer between UNRRA and the Greek Government. Mr. Assimacopoulos has expressed great interest in the work of the Welfare Division and is particularly interested in programs for the care of children. His reports and observations on the attitude of the Greek people towards technical advice and assistance which may be extended by UNRRA have been of real help in defining the roll of welfare staff and keeping the planning realistic.

D. With inter-governmental agencies.

There have been no meetings during the month with representatives of inter-governmental agencies.

E. With Voluntary Organizations.

- 1) The advance party representing British voluntary societies has sent back representatives with a rather complete report on the contacts they have established with voluntary agencies in Greece.

- 2) The series of planned sessions were completed on 13 October. The members of the voluntary society teams and the U. N. staff concurred in feeling that the meetings had been very profitable and had brought about a closer relationship. The presentation of material by team personnel, experienced in both UK and the Middle East, has been of great value in the development of welfare plans.
- 3) Field exercises for the Relief and Refugee Units planned by IL had to be cancelled by the commencement of operations in Greece and the departure of IL staff. The teams have been engaged in getting their transport and equipment in final shape for moving. Team leaders are arranging convoys themselves.
Although special sessions may be planned by the Steering Committee from time to time, no formal training program is contemplated.
- 4) Through the Public Relations Division arrangements were made for the showing on 25 October of a full length entertainment feature at Camp D, for the voluntary society personnel. A film is being planned for each Wednesday night.
- 5) A policy and procedure for the secondment of Cairo Council of Vol. Societies voluntary agency personnel has been approved by the CCVS and UNR. All American private agency personnel are considered to have been seconded to UNR by their Agencies before they left the US. The Division is making their assignments to various positions on this basis, considering their individual qualifications and the nature of the work needing to be done. In seconding personnel from the British voluntary societies, the Division forwards a job description and qualifications to the Balkan Welfare Division which in turn refers it to the CCVS. The CCVS then sends up a panel of names to the Division from which a secondment is effected.
- 6) Every effort is being made to straighten out arrangements for voluntary agency personnel to draw personal allowances and/or salaries in accordance with UNR limitations when they reach Greece. Considerable financial difficulty has been occasioned, not only by agency personnel arriving from the States by the fact that UNR Washington has not notified Balkan Accounts of the arrangement which is said to have been effected between UNR Washington and the headquarters of private agencies. Under this arrangement is reported that these headquarters will pay allowances and/or salaries of individuals to UNR Washington, thus enabling UNR Cairo to pay individuals here as if they were on the UNR budget. In the absence of confirmation of this arrangement, the result is that members of individual societies, having arrived, are unable to cash personal cheques because of the non-ruling against them (except at a fee of about \$3 per \$100), and cannot draw on money from UNR.

III. Plans for meeting Welfare Needs.

A. Military authorities.

There have been no significant developments in the plans of the military authorities for meeting welfare needs.

B. Governments (including role of indigenous voluntary organizations)

Reports from Mr. Lahlberg, now in Athens as District Welfare Officer for District I, and Mr. Maddilove (F.U.) who has just returned from a special mission to Athens, indicate that there is a large reservoir of Greek personnel eager and anxious to work in the relief and rehabilitation of their own country.

G. Foreign voluntary relief organizations

- 1) Considerable attention has been given to methods whereby U.N. and voluntary relief organizations can assist the Greek people in re-opening their schools as quickly as possible through providing some basic school supplies and equipment. A memorandum concerning the importance of re-opening the schools from the standpoint of strengthening health and welfare programs was prepared for the Chief of Mission. This memorandum indicates ways of extending assistance in re-opening the schools that do not affect the content of teaching or education of such. This staff report has served as the basis for conferences with representatives of the Greek War Relief Fund, Pierce College, (Athens,) Aristotelis College, (Salonica), and the U.N. staff. The C.R. is presenting the matter to the Greek section of the American Council of Voluntary Agencies for the consideration of its field office organizations and of assistance.

According to a recent news item in the Egyptian Mail projects for school children in America to assist school children of war-devastated countries has been endorsed by the National Advisory Council of School Superintendents. Thus far it seems apparent that it should be possible to procure some basic school supplies and equipment -- paper, pencils, chalk, slates, etc. -- but that, to be effective, efforts to procure such supplies must be coordinated.

The major difficulty seems to lie in the lack of shipping space. The possibility of utilizing broken stowage space of the Middle East Supply Commission has not materialized. However, it is believed that, if local supplies could be procured and held, for example at the port of New York, some of these supplies could be stowed on ships heading for Greece, which might have some space available. Those supplies, even if inadequate, which would arrive in Greece, might serve as a haven needed to get the schools started again.

- 2) As has been mentioned earlier in the report, approximately 500,000 articles of clothing have been made available by the American Red Cross. A cable from Washington, giving headquarters approval to the conditions governing the distribution of this clothing by the ARC has enabled plans for requisitioning and shipping the clothing to move forward.
- 3) In a recent letter, the representative of Pierce College near Athens, has generously offered the facilities of the College to UNRRA for any useful and appropriate purpose contingent, of course, upon a survey of the situation in Athens.

(d) UNRRA

- (1) The following two plans have been approved and distributed and discussed with most of the U.N. and UNRRA

personnel concerned.

- (a) Child Welfare Appreciation and Plan
 - (b) Appreciation and Plan for Occupational Training and Self-Help Measures.
- (2) In addition drafts of the following two plans are now being evaluated and revised:
- (a) Statement on Determination of Need
 - (b) Family Services in a Welfare Program
- (3) Appreciation and Plans for Districts V and VI have been submitted and plans are now being developed for Districts II and IV
- (4) General Regulations governing the responsibilities and operational relationships of the staff members of the Division have been developed. These regulations include description of responsibility of the Director and other headquarters staff, district Welfare and Field Welfare Officers. Relationships to other UNRRA Divisions as well as relationship of Field Staff to District Directors are clarified in these regulations.
- (5) A staff committee is drawing up in final form a suggested outline for making a Relief Survey.
- (6) A brochure on supplementary child feeding programs to serve as a guide to field workers is being prepared jointly with the Health Division.
- e) Appraisal of plans Enumerated Above:

Plans developed by the Division have received favorable comment. Especially encouraging has been the favorable reception of those over-all plans by district personnel who will now adapt them to the particular conditions existing in their districts.

III. Welfare Personnel

The staff of the Division has been increased almost 100% during the month. The Division now has a total of 26 staff members of which twenty have field assignments. Much attention has been given to analyzing the needs of districts in relation to personnel and in the development of personnel plans for the coverage of each district. This has been exceedingly difficult because of the limited number of budgeted positions which have been filled to date.

- (a) During the month four UNRRA staff members have been assigned to the Division. These are: Mr. Archie Johnston, Mr. Charles Stokes, Miss Margaret Diers and Mr. Calvin Yuill, all of whom are Field Welfare Officers. Because of the lack of District Welfare Officers and the necessity to cover certain districts, Mr. Stokes has been appointed Acting District Welfare Officer for District II, Mr. Johnston Acting District Welfare Officer for District III and Mr. Yuill Acting District Welfare Officer for District IV. Miss Diers has been assigned as Field Welfare Officer in District I.

The personnel of the Division has been considerably strengthened by the addition of these staff members.

- (b) During the month eight staff members from Foreign Voluntary Organizations have been assigned to the Division:

Mrs. Laurence Arthur - American Committee for Christian Refugees, assigned to District II

Miss Helen Crowley - Y.W.C.A., assigned to District I

Miss Belle Mazur - Joint Distribution Committee, assigned to District III

Miss Louise Tracey - Unitarian Service Committee, assigned to District II

Mr. Melvin Blum - International Rescue and Relief Committee, assigned to District I

Miss Marietta C. Henderson - Near East Foundation, assigned to District III

Miss Catherine Hammett - Girl Scouts, assigned to District I

The Hon. Mercy B. Long Cutts - British Red Cross, assigned to District VI (Seconded by UNRRA)

The personnel of Foreign Voluntary Organizations were assigned after discussion with each staff member and the decision as to assignment was based upon the following factors:

1. Skills and experience of the individual staff member
2. The needs of each district or region
3. The possible interest of Foreign Voluntary Organizations in projects and services in particular districts.

The total voluntary personnel has come to the Division with a constructive attitude of interest in assisting UNRRA and have expressed their willingness to take any assignment.

It will not be possible to determine the specific duties of each staff member until the Division is actually in operation. At such time specific responsibilities will be outlined for each staff member.

- (c) No indigenous personnel has been employed and none will be employed until the Division is operating in Greece
- (d) Because of the imminence of sudden separation of staff members and the assignment of additional personnel to the division a series of meetings constituting organized briefing" was instituted.

IV. Supply Situation.

- (a) Supplies and equipment needed for Welfare services:

- 1) Supplies of raw wool and cotton, of which there is a surplus in the world market, have been requested through the Bureau of Requirements and Supplies. This wool and cotton is intended for the spinning and weaving of clothing by Greek families. The refugees at Muscirat Camp are at present engaged on this occupation which requires no equipment that cannot be made at home.

2) The Division of Personnel and the Bureau of Requirements and Supply are considering the problem of necessary paper for use in relief and welfare operations.

3) See statement about plans for procuring some essential school supplies earlier described.

4) The shortage of transport, both for the transportation of supplies and of welfare personnel, promises to constitute one of the major problems in the field.

(b) Supplies and equipment available from military authorities, etc.

1) According to the GARA there is a considerable quantity of garments in the warehouses in New York City awaiting shipment to Greece. In view of the shortage of clothing for Greece, everything possible should be done to expedite the shipment of this clothing.

2) The Division is looking into the possibility of utilizing army surplus clothing stocks which are reported to be held at the present in Algiers.

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

CANA/343

TO : Miss M. Craig McGeachey
Director of Welfare Division

FROM : Harry Greenstein
Director of Welfare Division

RE : Monthly Report of the Welfare Division, Balkan
Mission, for October, 1944.

Attached find copy of Monthly Report of the Welfare
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ENC:

REPORT OF WELFARE DIVISION
BALKAN MISSION
October, 1944

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1. Beginning of relief operations, Greece.
2. Departure of the Yugoslav and Albanian Missions for Italy.

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- 4) Conferences have been held with the staff of the Balkan Welfare Division to clarify respective responsibilities between that Division and the Greece Welfare Division in personnel matters. The Balkan Welfare Division makes the original assignment of both UNRRA and private agency personnel to the country missions and to Camps Division. This decision is made following conferences held by the Balkan Welfare Division with individuals during their orientation period at Maadi. Once personnel are assigned to the Greece Welfare Division, this Division assumes full responsibility for them in all matters of a personnel character.
- 5) The Child Welfare A. & P. and the Appreciation and Plan for Occupational Training and Self-Help Measures were reviewed by Mr. Harry Greenstein, Welfare Director of the Balkan Mission and were revised in accordance with his criticisms and suggestions. In addition the Child Welfare A. & P. was reviewed by Lt. Col. Dodge of the Health Division, and those sections of the Occupational Training and Self-Help Plan that deal with the production by farm women of subsistence foods, were reviewed by the Balkan and Greece Division of Agriculture and Fisheries.
- 6) A conference was held with Mr. Keith-Roach of the Finance and Administration Division, Greece Mission, concerning the General Regulations governing the Greece Welfare Division.

- 6) These General Regulations will be a part of a Manual of (Cont'd) Operations being prepared by Mr. Keith-Roach and will be used as guides by the District Directors and their Staffs.

B. With the Military Authorities.

- 1) After consultation with the Relief Department, ML Greece, the A. & Ps on Child Welfare & Occupational Training were submitted and approved. These plans have been mimeographed and distributed to ML and UNRRA Headquarters and District Commanders and Officers.
- 2) At the request of the Acting Chief Relief Officer (A/CRO), ML, Greece, the Division assisted in drawing up a "leaves" policy and arranging the details for members of the Voluntary Society Relief and Refugee Units to take "leaves" during the latter part of the month.
- 3) Certain revisions of the SHARP registration cards which ML, Greece, plans to use, if requested, in returning internally displaced persons to their original communities, were indicated, following the observation of the registration of refugees at Moses Wells Refugee Camp. These revisions were discussed with the A/CRO and ways of meeting the disadvantages were considered.
- 4) The A/CRO has been engaged in making plans for American Red Cross Staff to enter Greece to observe and consult on the distribution of American Red Cross Clothing during the initial period. Inventories of these clothing stocks were procured by the A/CRO and recommendations for their release have been forwarded to AFHQ for approval. The A/CRO has also recommended high travel priority to Greece for the ARC observers.
- 5) The A/CRO and others of the Headquarters Staff of the ML Relief Department left for Greece the middle of the month. The A/CRO delegated Major de Vere, Relief Officer for District III to be liaison with the Division. With the departure of Major de Vere and other officers of District III on 27 Oct. the only remaining ML officers are those of District VI (Crete).

C. With Governments.

During the month three informal conferences were held with Mr. Assimacopoulos, Liaison Officer between UNRRA and the Greek Government. Mr. Assimacopoulos has expressed great interest in the work of the Welfare Division and is particularly interested in programs for the care of children. His reports and observations on the attitude of the Greek people towards technical advice and assistance which may be extended by UNRRA have been of real help in defining the roll of welfare staff and keeping the planning realistic.

D. With inter-governmental agencies.

There have been no meetings during the month with representatives of inter-governmental agencies.

E. With Voluntary Organizations.

- 1) The advance party representing British voluntary societies has sent back representatives with a rather complete report on the contacts they have established with voluntary agencies in Greece.

- 2) The series of welfare seminars were completed on 13 October. The members of the voluntary societies and the UN welfare staff concurred in feeling that the meetings had been very profitable and had brought about a closer relationship. The presentation of material by team personnel, experienced in both UK and the Middle East, has been of great value in the development of welfare plans.
- 3) Field exercises for the Relief and Refugee Units planned by IL had to be cancelled by the commencement of operations in Greece and the departure of IL staff. The teams have been engaged in getting their transport and equipment in final shape for moving. Team leaders are arranging convoys themselves.
Although special sessions may be planned by the Steering Committee from time to time, no formal training program is contemplated.
- 4) Through the Public Relations Division arrangements were made for the showing on 25 October of a full length entertainment feature at Camp B, for the voluntary society personnel. A film is being planned for each Wednesday night.
- 5) A policy and procedure for the secondment of Cairo Council of Vol. Societies voluntary agency personnel has been approved by the CCVS and UNRA. All American private agency personnel are considered to have been seconded to UNRA by their Agencies before they left the US. The Division is making their assignments to various positions on this basis, considering their individual qualifications and the nature of the work needing to be done. In seconding personnel from the British voluntary societies, the Division forwards a job description and qualifications to the Balkan Welfare Division which in turn refers it to the CCVS. The CCVS then sends up a panel of names to the Division from which a secondment is effected.
- 6) Every effort is being made to straighten out arrangements for voluntary agency personnel to draw personal allowances and/or salaries in accordance with IL limitations when they reach Greece. Considerable financial difficulty has been occasioned, now by private agency personnel arriving from the States by the fact that UNRA Washington has not notified Balkan Accounts of the arrangement which is said to have been effected between UNRA Washington and the headquarters of private agencies. Under this arrangement it is reported that agency headquarters will pay allowances and/or salaries of individuals to UNRA Washington, thus enabling UNRA Cairo to pay individuals here as if they were on the UNRA budget. In the absence of confirmation of this arrangement, the result is that members of individual societies, having arrived, are unable to cash personal cheques because of the protesting against them (except at a fee of about \$3 per \$100), and cannot draw any more from UNRA.

III. Plans for meeting Welfare Needs.

A. Military authorities.

There have been no significant developments in the plans of the military authorities for meeting welfare needs.

B. Governments (including role of indigenous voluntary organizations)

Reports from Mr. Lahlberg, now in Athens as District Welfare Officer for District I, and Mr. Maddilove (F.U.) who has just returned from a special mission to Athens, indicate that there is a large reservoir of Greek personnel eager and anxious to work in the relief and rehabilitation of their own country.

G. Foreign voluntary relief organizations

- 1) Considerable attention has been given to methods whereby U.N. and voluntary relief organizations can assist the Greek people in re-opening their schools as quickly as possible through providing some basic school supplies and equipment. A memorandum, showing the importance of re-opening the schools from the standpoint of strengthening the health and welfare program was prepared for the Chief of Mission. This memorandum indicates ways of extending assistance in re-opening the schools that do not affect the content of teaching or education of such. The study it has served as the basis for conferences with representatives of the Greek War Relief Board, Pierce College, (Athens,) Anatolia College, (Salonica), and the Hellenic American Relief Staff. The C.R. is presenting the matter to the Greek section of the American Council of Voluntary Agencies for Humanitarian Assistance in which will be a consideration of the assistance.

According to a recent news item in the Egyptian Mail projects for school children in America to assist school children of war-devastated countries has been endorsed by the National Advisory Council of School Superintendents. Thus far it seems apparent that it should be possible to procure some basic school supplies and equipment -- paper, pencils, chalk, slates, etc. -- but that, to be effective, efforts to procure such supplies must be coordinated.

The major difficulty seems to lie in the lack of shipping space. The possibility of utilizing broken stowage space of the Middle East Supply Commission has not materialized. However, it is believed that, if local supplies could be procured and held, for example at the port of New York, some of these supplies could be stowed on ships heading for Greece, which might have some space available. Those supplies, even if inadequate, which would arrive in Greece, might serve as a leaven needed to get the schools started again.

- 2) As has been mentioned earlier in the report, approximately 500,000 articles of clothing have been made available by the American Red Cross. A cable from Washington, giving headquarters' approval to the conditions governing the distribution of this clothing by the ARC has enabled plans for requisitioning and shipping the clothing to move forward.
- 3) In a recent letter, the representative of Pierce College near Athens, has generously offered the facilities of the College to UNRRA for any useful and appropriate purpose contingent, of course, upon a survey of the situation in Athens.

(d) UNRRA

- (1) The following two plans have been approved and distributed and discussed with most of the M.I. and UNRRA

personnel concerned.

- (a) Child Welfare Appreciation and Plan
 - (b) Appreciation and Plan for Occupational Training and Self-Help Measures.
- (2) In addition drafts of the following two plans are now being evaluated and revised:
- (a) Statement on Determination of Need.
 - (b) Family Services in a Welfare Program
- (3) Appreciation and Plans for Districts V and VI have been submitted and plans are now being developed for Districts II and IV.
- (4) General Regulations governing the responsibilities and operational relationships of the staff members of the Division have been developed. These regulations include description of responsibility of the Director and other headquarters staff, district Welfare and Field Welfare Officers. Relationship to other UNRRA Divisions as well as relationship of Field Staff to District Directors are clarified in these regulations.
- (5) A staff committee is drawing up in final form a suggested outline for making a Relief Survey.
- (6) A brochure on supplementary child feeding programs to serve as a guide to field workers is being prepared jointly with the Health Division.

e) Appraisal of plans Enumerated Above:

Plans developed by the Division have received favorable comment. Especially encouraging has been the favorable reception of those over-all plans by district personnel who will now adapt them to the particular conditions existing in their districts.

III. Welfare Personnel

The staff of the Division has been increased almost 100% during the month. The Division now has a total of 26 staff members of which twenty have field assignments. Much attention has been given to analyzing the needs of districts in relation to personnel and in the development of personnel plans for the coverage of each district. This has been exceedingly difficult because of the limited number of budgeted positions which have been filled to date.

- (a) During the month four UNRRA staff members have been assigned to the Division. These are: Mr. Archie Johnston, Mr. Charles Stokes, Miss Margaret Diers and Mr. Calvin Yuill, all of whom are Field Welfare Officers. Because of the lack of District Welfare Officers and the necessity to cover certain districts, Mr. Stokes has been appointed Acting District Welfare Officer for District II, Mr. Johnston Acting District Welfare Officer for District III and Mr. Yuill Acting District Welfare Officer for District IV. Miss Diers has been assigned as Field Welfare Officer in District I.

The personnel of the Division has been considerably strengthened by the addition of these staff members.