

CENTRAL Registry (302-103-9) OSG, CONFERENCES & GENERAL SERVICES - Branch Offices - General Personnel
ALLOWANCES (Installation, per Diem, Children)

31 OCT, 1946

20 FEB, 1948

CLEAR

S.E. 10/04

S-0472
Box-49
File-7

(BAG-1)

RECEIVED

INTEROFFICE MEMORANDUM

TO: (Mr. H. C. Andersen
(Miss M. G. Smieton ✓
(Mr. H. C. Elvins

FROM: J. B. Hutson

302-103-9
FEB 12 47
MARY G. SMETON, Director
Personnel Bureau

SUBJECT: Installation Allowances for the Geneva Staff

Date 11 February 1947

I note in the memorandum with respect to the per diem rates at Geneva that several references are made to the memorandum I signed in Geneva, and also to certain conversations.

It is my understanding that the daily living allowances would be continued at Geneva until a decision is reached as to the type of organization to be maintained there, and the particular people who are to staff this organization. It was not my intention to ask for a refund from any individual who had been paid a per diem allowance.

In some cases - in particular those of Mr. Elkin and Mr. Evans - a reclassification is involved. In my judgment the per diem should be discontinued at the time these reclassifications become effective. In other cases, when no change in classification or increase in salary is involved, the per diem rates should be continued until thirty days after the persons concerned are advised that they are to be stationed at Geneva. I have in mind such cases as that of Miss Nash.

Since there are only a few people involved it would seem to me that decisions should be reached case by case for those people who have been in Geneva for several months, and on a group basis for those people who are transferred from New York or London to Geneva.

J. B. Hutson

File No. 3021028 enclosed

RECEIVED

FEB 13 1947

J. G. STEWART
SPECIAL ASSISTANT TO THE
PERSONNEL DIRECTOR

Mr. Stewart

Please consider necessary action

Miss Griffith
JG 15/2

Wes
12 Feb. 1947

INTEROFFICE MEMORANDUM

302-103-9

NAME	DATE
SUBJECT	

TO: Mr. J. B. Hutson, Assistant Secy-General, Administrative & Financial Services

FROM: E. Ranshofen-Wertheimer, Chief, Overseas Offices Division

ERW

SUBJECT: Installation Allowances for the Geneva Staff

Date 6 February 1947

I am forwarding to you herewith Registry File 302-102-8 in which you will find a memorandum dated 25 January 1947 from Mr. Moderow to Mr. Pelt on the above subject, and a report signed by Mr. Shields, dated 26 December 1946. I am sure you will want to study this report very thoroughly, and I venture to make the following comments on some parts of it:

Ad paragraph 11 - I wonder if Rule 21 of SGB/7 is still applied at Headquarters in such a way that travel per diem is paid during the 30 first days of employment after an official coming from abroad has taken up his duties at Headquarters. on fixed Terms Permanent appts

Ad paragraph 15 - The posts of Miss Nash and Mr. Shields are permanent posts provided for in the 1947 Manning Table of the Geneva Office. The period during which these two officials will fill these two posts in Geneva has never been determined. At present they are holding indefinite contracts. I therefore do not see in what way their situation is different than the bulk of the staff at Geneva or elsewhere. I should think they would come into Category B as described in Mr. Shields' report, and in Geneva IC/26. These two officials should therefore be eligible for installation allowances and should not be considered in travel status.

Ad paragraph 16 - In my opinion the same argument would apply in these two cases also. I do not think an official who has taken up his duties in one of the United Nations offices by the end of March 1946 can still be considered as being in travel status by February 1947.

The argument set forth in the last sentence of that paragraph, according to which installation allowances could not be paid to Mr. Elkin since he has received no permanent contract, is difficult for me to understand. I would have thought that, on the contrary, the benefit of a permanent contract carried a suppression of the installation allowance. If the argument set forth by Mr. Shields should be applied at Headquarters, practically all the non-local staff would be eligible for travel per diem until such time as they receive a permanent contract.

Ad paragraph 17 - As you know, it has been decided to grant the ^{two} ~~above~~ Assistant Directors of the Geneva Office an indefinite contract at a salary of \$8200.

Ad paragraph 18 - I suppose installation allowances should be applied under Category B to Mr. Elkin and Mr. Evans for a period beginning thirty days after they have taken up their duties, and ending on 15 March 1947, or earlier if they receive a permanent contract.

Whatever your decision may be, I think you will find it difficult - should you come to the conclusion that no travel allowances should have been paid to such officials after the thirtieth day of their taking up duties in Geneva - to ask for a refund from those officials who have been receiving travel allowances instead of installation allowances during the past months. I am sure you will want to study this problem in connection with the whole question of allowances in Geneva which is under the consideration of your office.

Should you wish to discuss further any point relating to the question of the Geneva allowances, I shall be glad to assist you in any way that I can.

AS/lj.

302-103-9

5

NAME IND.	WAT
• UBI. IND.	

Our ~~302-103-9~~

20 May 1947

To: Mr. W. Moderow, Director of the European Office
of the United Nations, representing the
Secretary-General

From: E. Ranshofen-Wertheimer, Chief,
Overseas Offices Division

Subject: Allowances - SGB/57

I acknowledge the receipt of your note of 10 May 1947 together with memorandum of the same date from Mr. Reynolds to the Bureau of Personnel, which has been transmitted to them as requested.

1j

(Route slip to Miss Griffiths)

8 May 1947

UNITED NATIONS

• NATIONS UNIES

CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTIONServices généraux et des Conférences
Section télégraphique et télégraphique sans fil

INCOMING CABLEGRAM

TELEGRAMME ARRIVEE

(FOLLOWING CABLE NOT INCLUDED IN DAILY CABLE BOOKS.)

WAT

FROM GENEVA (SWITZERLAND)
SENT 14 MAY 47 (TIME UNKNOWN)
RECD 14 MAY 47 1257 EDT

(RECEIVED ON DIRECT CIRCUIT)

MATHIEU

70 VOTRE 1223. VOIS AUCUNE RAISON PRENDRE DECISION ISOLEMENT SUR STAKHOVITCH. PROBLEME BEAUCOUP PLUS VASTE. TELEPRINTER 1166 DU 5 MAI, EXPRIME SUR PERDIEM, REND TRES PROBLEMATIQUE POSSIBILITE CONSERVER PLUS QUE DEUX MOIS INTERPRETES DETACHES DE NEWYORK CAR INCAPABLES DANS CES CONDITIONS VIVRE ICI HOTEL OU AUTREMENT ET MAINTENIR APPARTEMENT AMERIQUE. A DEFAUT RESPECT ENGAGEMENT MORAL PRIS PAR ADMINISTRATION AVANT DEPART EQUIPE, DEVRONT PROBABLEMENT DEMANDER CHOISISSIEZ ENTRE TRANSFERT PERMANENT GENEVE AVEC FAMILLE ET RAPPEL IMMEDIAT NEWYORK. ATERMOIEMENTS SONT PAS SOLUTION. LETTRE PELT 302-101-8 DU 7 MAI PRIANT TOUS INTERPRETES PRENDRE CONGE AVANT ASSEMBLEE AFFAIBLIRA ENCORE CONTINGENT. VOTRE REFUS 1178 ME LAISSER RENTRER EVENTUELLEMENT EN CAS RAISONS PERSONNELLES URGENTES ET MALGRE PRESENCE RABINOVITCH PARFAITEMENT CAPABLE PRENDRE DIRECTION ME FAIT SUPPOSER VOUS VOULEZ CONSERVER ICI MAXIMUM INTERPRETES. ENCORE RECU AUCUNE REPONSE MA PROPOSITION EFFORT RECRUTEMENT INTERPRETES, DANS MA LETTRE 24 AVRIL PARAGRAPHE 9 (C). SEULE SOLUTION PROBLEME ME PARAIT ADMINISTRATION

P 1

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FASSE MONNEUR SA PAROLE SUR PERDIEM ET ACCORDE TOUTE LIBERTE PRENDRE
OU PAS PRENDRE CONGE SELON NECESSITE SERVICE. PERMETTRAIT ASSURER
TOUT SERVICE ICI ET RENVoyer IMMEDIATEMENT PLUSIEURS INTERPRETES QUE
VOUS DEMANDERAIS NE LAISSER DESIGNER. ETAT JOURS CONGE REVENDIQUES
PAR MOSCOVITES: CONFINO 17, KRYMM 0, HIMLY 42 1/2, STAKHOVITCH 18,
FRANK ENVIRON 42.

HERBERT

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ACTION: OVERSEAS OFFICES DIVISION - MR. UERTHEIMER (5 COPIES)

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BUREAU OF PERSONNEL - MR. BARRETT
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CONFERENCE AND GENERAL SERVICES - MR. VAUGHAN
CONFERENCE AND GENERAL SERVICES - MR. LOPEZ
BUREAU OF TECHNICAL SERVICES - MR. STEFANINI
LANGUAGES DIVISION - MR. MATHIEU

NR 14 MAY 47 1321 EDT
1139

hr

P 2

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ROUTING SLIP

TO

Mr Werthamer

FOR

APPROVAL	MORE DETAILS
REPLY, PLEASE	YOUR INFORMATION
SEE ME, PLEASE	RETURNED AS REQUESTED
YOUR SIGNATURE	INVESTIGATE AND REPORT
NOTE AND FILE	FOR IMMEDIATE ACTION
NOTE AND RETURN	REPLY FOR MY SIGNATURE
YOUR COMMENTS	INITIAL AND FORWARD

REMARKS:

DATE

31 MAY 1947

FROM

Legistry

UNITED NATIONS

INTEROFFICE MEMORANDUM

REF. NO. 302-1032
NAME INC. 2001
SUBJ. NATIONS UNIES
MAY 15 1947
302-1032

To: E. Ranshofen-Wertheimer, Chief, Overseas Offices Division,
New York.

From: M. Moderow, Director of the European Office of the
United Nations, representing the
Secretary General.

Our Ref: - Geneva, 10th May, 1947

Your Ref: -

Subject: Allowances - SGB 57.

Attached herewith please find memorandum for
the Bureau of Personnel, New York, which we shall be
glad if you will kindly transmit.



UNITED NATIONS

NATIONS UNIES

INTEROFFICE MEMORANDUM

To: Bureau of Personnel, United Nations, New York.

REF. NO. 302-103-2
NAME IND. WAT
SUBJ. 1
MAY 15 1947
302-103-9
C

From: J.P.H. Reyne, Chief of Personnel Services, Geneva. *Allyre*

Our Ref: -

Geneva, 10th May, 1947

Your Ref: -

Subject: Allowances - SGB 57

Staff Regulation 34 states that "the Secretary General may decide in each case whether allowances or grants under regulations 30 and 33 shall extend to adopted children or step-children". SGB 57 (a.1) states that "upon certification of entitlement by the Bureau of Personnel, the Bureau of the Comptroller will pay the allowances at regular bi-weekly intervals, the first payment being made re-troactive to the date of entitlement".

We have taken it for granted that the Geneva Personnel Office handles all requests for childrens allowances regarding the Geneva Staff. There is only doubt as to whether the allowance for step-children and adopted children can be dealt with by us without referring each case separately to H.Q. If you will advise us regarding the general policy on this subject, I do not think it will be necessary for these cases to be dealt with at H.Q. In my opinion it is only fair to grant the allowance in each case where the staff member is responsible for the maintenance and education of the step -children or adopted children.

We would be grateful for a reply at your earliest convenience.

INTEROFFICE MEMORANDUM

To: Bureau of Personnel, United Nations, New York.

From: J.P.H. Rejane, Chief of Personnel Services, Geneva.

Geneva, 10th May, 1947

Subject: Allowances - SGB 57

Staff Regulation 34 states that "the Secretary General may decide in each case whether allowances or grants under regulations 30 and 33 shall extend to adopted children or step-children." SGB 57 (4.1) states that "upon certification of entitlement by the Bureau of Personnel, the Bureau of the Comptroller will pay the allowances at regular bi-weekly intervals, the first payment being made retroactive to the date of entitlement."

We have taken it for granted that the Geneva Personnel Office handles all requests for children's allowances regarding the Geneva Staff. There is only doubt as to whether the allowance for step-children and adopted children can be dealt with by us without referring each case separately to H.C. If you will advise us regarding the general policy on this subject, I do not think it will be necessary for these cases to be dealt with at H.C. In my opinion it is only fair to grant the allowance in each case where the staff member is responsible for the maintenance and education of the step-children or adopted children.

We would be grateful for a reply at your earliest convenience.

REF NO. 57-103-9
NAME IND. TMT
SUBJ. INTEROFFICE MEMORANDUM
MAY 15 1947
P-505-103-9

UNITED NATIONS

NATIONS UNIES

CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

INCOMING CABLEGRAM

TELEGRAMME ARRIVEE

302-103-9

FROM GENEVA (SWITZERLAND)
SENT 6 MAY 47 (TIME UNKNOWN)
RECD 7 MAY 47 0038 EDT



(FOLLOWING CABLE NOT INCLUDED IN DAILY CABLE BOOKS)

PELT

30 YOUR MEMO MARCH THIRTEENTH REALLOWANCES AFTER MARCH SIXTEENTH
STILL WAITING INSTRUCTIONS WHETHER SGB 62 AND 62 ADD ONE APPLICABLE
GENEVA SEE NO JUSTIFICATION DISCRIMINATION EUROPEAN OFFICE STAFF REALLOW-
ANCES

NOJEROW

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ACTION: OVERSEAS OFFICES DIV. - MR. WERTHEIMER (5 COPIES)

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SALARY ADMIN. DIV. - MR. POTTEIGER
BUREAU OF PERSONNEL - MR. BARRETT
PAY AND ALLOWANCES SECT. - MR. MILLS

TC 7 MAY 47 0830 EDT

356

but

Arthur Larkins

ACTION COPY

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WAT 302-103-9

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Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

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TELEGRAMME DEPART

NAME *WAT*
SUBJ. *WAT*

DRAFTED BY BUSFIELD

(TRANSMITTED ON DIRECT CIRCUIT TO GENEVA)

6 LAKE SUCCESS NY 5 MAY 47 1213 EDT

UNATIONS

to Moscow

1166 EXPRICE REUR 911 SUBJECT INTERPRETERS TO BE PAID IN ACCORDANCE
WITH REGULATIONS. CANNOT AUTHORIZE MAINTAINING \$12.50 RATES AFTER FIRST
THIRTY DAYS

WERTHEIMER PROPELT

IR 5 MAY 47 1215 EDT

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BUREAU OF TECH. SVCS. - MR. STEFANINI
LANGUAGES DIV. - MR. MATHIEU
OVERSEAS OFFICES DIV. - MR. WERTHEIMER (5 COPIES)

WAT

WAT 302-103-9

NAME IND.	WAT
SUBJ. IND.	V

1 May 1947

To: M.W. Moderow, Director of the European Office.

From: A. Pelt, Assistant Secretary-General,
Department of Conference and General Services.

I am sending you, herewith, a note regarding the per diem allowances approved by Mr. Byron Price which, as you will observe, confirms for the time being the per diem rates on conference account previously advised to you in a note of 13 March. I attach also an excerpt from a note from Mr. Byron Price to me relative to the question of reductions in the travel rates.

Encs: 2
ERW/er

PER DIEM ALLOWANCE RATES FOR THE GENEVA OFFICE

The rates of per diem allowance, and duration of payment, established for the Geneva Office are as follows:

1) Effective 1 January 1947 staff members appointed on (a) Indeterminate, (b) Fixed Term or (c) Temporary Appointments will be entitled to per diem for a period of sixty days from the date of their arrival in Geneva. This rule will apply to all staff on the above named appointments except locally recruited staff. Staff members who are living within a commuting distance of twenty-five kilometers from the Palais des Nations immediately prior to appointment will be regarded as locally recruited. This may or may not be the legal residence of the staff member.

The rates of per diem for staff members recruited in accordance with paragraph (1) above are as follows:

Grades 5 through 11	-	\$5.00 a day
Grades 12 through 14	-	6.00 a day
Grades 15 through 19	=	7.00 a day

The rates of per diem allowance for staff members assigned to the Geneva Office for the duration of a conference are as follows:

2) Effective 15 March 1947 staff members recruited from abroad for conferences to be held in Geneva will be paid rates outlined above for the duration of the conference or for the period of time specified in their contracts if less than the duration of the conference. The sixty day rule will not apply.

3) Effective 15 March 1947 staff members who are sent from the headquarters office at Lake Success for a conference assignment may elect one of two per diem plans as follows:

- (a) Rates and conditions under SCB/7, Addendum 5, or
- (b) Rates outlined in (1) above for the duration of their assignment.

Provisions under paragraph 3 will apply only to those staff members who are ~~xxxxxx~~ detailed to the Geneva Office for a conference assignment and whose salaries are paid from the headquarters office. Staff members who are transferred from the headquarters office and appointed to the Geneva Office will be paid per diem for the first sixty days in accordance with rates in paragraph (1) above.

Approved by Byron Price.

1 May 1947

EXCERPT FROM A NOTE FROM
Mr. B. PRICE TO Mr. A. PELT

The rates previously authorised provided an option to the staff member between two alternatives:

- a) rates and conditions under SGB/7/Add.5 (Travelling Regulations)
- b) rates under SGB/62 (Installation Allowance Regulations)

After consideration of the whole issue, I see no alternative for the present but to confirm the decision previously taken. However, consideration is to be given immediately to the question of travel regulation rates and in particular to the question of consecutive 25% reductions in the travel rates at the expiry of each thirty days at any one location. More detailed information is also being obtained as to subsistence costs in Geneva. If on the basis of such adjustments as may be made in the travel regulations staff members on assignment from Headquarters to Geneva would have an advantage in electing the rates under the travel regulations, such election will be permitted effective retroactively for the staff members referred to in your letter.

Dr. Short (17.1)

INCOMING MESSAGE

302-103-9

MAY 1 5 09 AM 1947

NAME IND.	YOUT
SUBJ. IND.	

CABLE SECTION

V

RC8/SZ9186 EW GENEVE 66/64 30 1910

NLT UNATIONS NEWYORK

6 YOUR 1128 PROANDERSEN SINGLEROOM WITH BATH BEST HOTEL AVERAGES
FIVEDOLLARSTEN GOOD COMMERCIAL HOTEL WITHOUT BATH THREESIXTYTWO
STOP PRICES WITHOUT BREAKFAST OR HEATING STOP ADD SERVICE CHARGE
TEN PERCENT EACH BATH FIFTY CENTS EXTRA STOP MEALS LUNCH DINNER
WITHOUT DRINK BEST HOTELS AVERAGE DOLLARS TWOTHIRTY GOOD COMM-
ERCIAL HOTELS DOLLARS ONESIXTYFIVE BOARDING HOUSES WEEKLY AVERAGE
WITHOUT [REDACTED] BATH 21 DOLLARS WITH 35

MODEROW

CFM 35 ALSO 21.

302-103-9
Wat
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CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

INCOMING CABLEGRAM TELEGRAMME ARRIVEE

FROM - DE GENEVA (SWITZERLAND)
SENT - ENVOYE LE 30 APR 47 1910 (GENEVA)
RECD - RECU LE 1 MAY 47 0509 DST

ANDERSEN

6 REUR 1123 SINGLEROOM WITH BATH BEST HOTEL AVERAGES \$5.10
GOOD COMMERCIAL HOTEL WITHOUT BATH \$3.62. PRICES WITHOUT BREAKFAST
OR HEATING. ADD SERVICE CHARGE TEN PERCENT EACH BATH FIFTY CENTS EXTRA.
MEALS LUNCH DINNER WITHOUT DRINK BEST HOTELS AVERAGE \$2.30 GOOD COM-
MERCIAL HOTELS \$1.65 BOARDING HOUSES WEEKLY AVERAGE WITHOUT BATH
\$21 WITH \$35

MODEROW

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CGS CONFERENCE AND GENERAL SERVICES - MR. VAUGHAN
CGS CONFERENCE AND GENERAL SERVICES - MR. LOPEZ

HR 1 MAY 47 0340 DST

645
HT

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302-103-9

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DRAFTED BY - REDIGE PAR - SHORT

(TRANSMITTED OVER DIRECT CIRCUIT TO GENEVA)

UNATIONS

1128 EXANDERSEN REUR 933 URGENTLY REQUIRE INFORMATION AVERAGE
DAILY RATES HOTELROOMS MEALS WEEKLY RATES BOARDINGHOUSES. TELETYPE
GENERAL AIRMAIL DETAILS

VERTHEIMER PROPELT

PB SENT 1233 DST - 4/29/47

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CGS CONFERENCE AND GEN. SVCS. - MR. LOPEZ

7/8

INFORMATION COPY ONLY Copie du télégramme original

302-103-9
NAME IND. WAT

SUBJ. IND. _____

MEMORANDUM

28 April 1947

To: Mr. H. W. Moderow, Director representing the
Secretary-General in Geneva.

From: H. C. Andersen, Director, Bureau of Administrative
Management and Budget.

Attached for your information is copy of a memorandum
addressed to the Assistant Secretary-General for Conference
and General Services from the Assistant Secretary-General for
Administrative and Financial Services.

The effect of this memorandum, as you will observe, is to
confirm for the time being the per diem rates on conference
account previously advised to you by Mr. Pelt in his memorandum
of 13th March, 1947.

For the purposes of greater certainty you will find attached
a memorandum signed by Mr. Price, Assistant Secretary-General
for Administrative and Financial Services which summarizes
the arrangements.

Attachments

MEMORANDUM

26 April 1947

To: Mr. H. C. Elvins, Comptroller

cc: Miss Mary Suleton, Director
Bureau of Personnel

From: H. C. Elvins, Director,
Bureau of Administrative Management and Budget

Attached you will find a copy of a memorandum addressed to Mr. Pelt from Mr. Price and which has been signed by the latter.

This memorandum states that we must for the time being use the optional arrangement offered to the staff members on assignment to Geneva for conference purposes as between the rates under the travel regulations and those under SSB/62.

I am enclosing as well copy of memorandum dealing with the same subject which has gone forward to Mr. Moderow in Geneva.

Attachments - 2

JED:lh

302-103-9

~~CONFIDENTIAL~~

NAME IND.	<input checked="" type="checkbox"/>
SUBJ. IND.	<input checked="" type="checkbox"/>

28 April 1947.

TO: Mr. A. Felt, Assistant Secretary-General for
Conference and General Services

FROM: Mr. Byron Price, Assistant Secretary-General
for Administrative and Financial Services

I have to refer to your memorandum of 28th March 1947 relating to rates of allowance approved for staff members on temporary assignment for conference purposes to Geneva.

As referred to in your memorandum the rates previously authorized provided an option to the staff member between two alternatives

- a) rates and conditions under S.G.B.7/Add.5 (Travelling Regulations)
- b) rates under S.G.B. 62 (Installation Allowance Regulations)

After consideration of the whole issue, I see no alternative for the present but to confirm the decision previously taken. However, consideration is to be given immediately to the question of travel regulation rates and in particular to the question of consecutive 25% reductions in the travel rates at the expiry of each thirty days at any one location. More detailed information is also being obtained as to subsistence costs in Geneva. If on the basis of such adjustments as may be made in the travel regulations staff members on assignment from Headquarters to Geneva would have an advantage in electing the rates under the travel regulations, such election will be permitted effective retroactively for the staff members referred to in your letter.

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CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

SUBJ. IND.

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

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TELEGRAMME DEPART

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HU05 41 (PNCTN CNTD) TDCD LAKE SUCCESS NY 25 APR 47 2017 EST

NLT UNATIONS

GENEVA (SWITZERLAND)

1116 PROSALISBURY EXBUSFIELD REUR 978 HERBERT TA 47-444 NEWYORK
TO GENEVA ROME AND RETURN TRANSPORTATION \$1000 PERDIEM \$1637. ALSO
TA 47-444A EXCESS BAGGAGE DOCUMENTS \$61.20. STILL AWAITING DECISION
REUR 911

WERTHEIMER PROPELT

PB SENT 2019 EST

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CGS CONFERENCE AND GEN. SVCS. - MR. LOPEZ
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AFS SALARY ADMIN. DIV. - MR. POTTEIGER
CGS BUREAU OF TECH. SVCS. - MR. STEFANINI
CGS LANGUAGES DIV. - MR. MATHIEU
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CGS OVERSEAS OFFICES DIV. - MR. WERTHEIMER (5 COPIES)

VD

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CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

INCOMING CABLEGRAM

TELEGRAMME ARRIVEE

FROM - DE GENEVA (SWITZERLAND)
SENT - ENVOYE LE 24 APR 47 1620 (GENEVA)
RECD - RECU LE 25 APR 47 1231 EST

COMPTROLLER EXSALISBURY

978 REQUEST REPLY MY 911. ONE MONTH DEADLINE APPROACHING. ALSO
PLEASE CABLE DETAILS TTS AUTHORIZING TRIP JEAN HERBERT
MODEROW

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CGS BUREAU OF TECH. SVCS. - MR. STEFANINI
AFS SALARY ADMIN. DIV. - MR. POTTEIGER
CGS LANGUAGES DIV. - MR. MATHIEU
CGS TRANSPORTATION SVC. - MR. SAUNDERS (3 COPIES)
AFS BUREAU OF PERSONNEL - MR. LOWE (2 COPIES)

TC 25 APR 47 0922 EST

374

bst

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302-103-9

UNITED NATIONS • NATIONS UNIES

CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

NAME IND. *13*

SUBJ. IND.

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

INCOMING CABLEGRAM

TELEGRAMME ARRIVEE

FROM - DE GENEVA (SWITZERLAND)
SENT - ENVOYE LE 23 APR 47 1720 (GENEVA)
RECD - RECU LE 24 APR 47 0132 EST

PELT

972 REFERENCE MEMO MARCH 18 PROBARRETT EXREYNE WHICH UNDERSTAND
TRANSMITTED TO POTTEIGER. REQUEST URGENT AUTHORITY BY CABLE GRANT
ACTING ALLOWANCES DURING CONFERENCE AT MY DISCRETION

MODEROW

DISTRIBUTION - DIFFUSION

ACTION: CGS OVERSEAS OFFICES DIV. - MR WERTHEIMER (5 COPIES)

INFO:

AFS BUREAU OF PERSONNEL - MR BARRETT

AFS BUREAU OF PERSONNEL - MR LOWE (2 COPIES)

AFS BUREAU OF COMPTROLLER - MR ELVINS

AFS SALARY ADMIN. DIV. - MR POTTEIGER

DJ 24 APR 47 0920 EST

325

wh

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CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

INCOMING CABLEGRAM

NAME IND. *WAT*
SUBJ. *TELEGRAMME ARRIVEE*

File

FROM - DE GENEVA (SWITZERLAND)
SENT - ENVOYE LE 17 APR 47 1815 (GENEVA)
RECD - RECU LE 18 APR 47 0210 EST

PELT

953 DEUR LETTER MARCH THIRTEEN AND WERTHEIMER'S MARCH SEVENTEEN
HAVE ISSUED APPROPRIATE INFORMATION CIRCULAR COVERING INSTALLATION
ALLOWANCES ALL ARRIVALS GENEVA PRIOR MARCH SIXTEENTH. AWAITING FORMAL
INSTRUCTIONS MENTIONED LAST SENTENCE MARCH THIRTEENTH LETTER

MODEROW

DISTRIBUTION - DIFFUSION

ACTION: CGS OVERSEAS OFFICES DIVISION - MR. WERTHEIMER (5 COPIES)

INFO:

CGS CONFERENCE & GENERAL SERVICES - MR. PELT

AFS ADMINISTRATIVE & FINANCIAL SVCS - MR. PRICE

AFS SALARY ADMIN. DIVISION - MR. POTTEIGER

IR 18 APR 47 1020 EST

53

WAT

ACTION COPY

INFORMATION COPIES IN PROCESS OF DISTRIBUTION
NOTICE: This copy charged to recipient who should take action immediately
and return, together with the reply. If no action required indicate ☐ no
action: with Name _____ Date of recipient _____
and return. If this action copy is misrouted notify Cable and Wireless Section
by telephone immediately.

*Action Taken
Belm 16/47*

ORIGINAL DU TELEGRAMME

LES DOUBLES SONT EN COURS DE DISTRIBUTION
N.B.—Le présent exemplaire est envoyé au fonctionnaire compétent, à qui
il appartient d'y donner suite immédiatement et de le renvoyer, avec la
réponse. S'il n'y a pas de suite à donner, indiquer ☐ aucune suite, ainsi que
le nom du fonctionnaire, _____ la date _____ et
renvoyer. En cas d'erreur d'acheminement, téléphoner immédiatement à la
Section télégraphique.

WT 302-103-9

UNITED NATIONS • NATIONS UNIES

CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

NAME IND.
SUBJ. IND.

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

OUTGOING CABLEGRAM

TELEGRAMME DEPART

DRAFTED BY - REDIGE PAR - BLANCHET
TIME SENT - ENVOYE LE - 14 APRIL 47 2015 EST

UNATIONS
GENEVA

1042

EXCOMPTROLLER REF BALLOU LETTER TWENTYSIX MARCH OUR
LETTER TWENTY FEBRUARY. BALLOU'S PAYMENT FIFTH THROUGH TWENTY-
ONE FEBRUARY CANCELLED HERE. YOU ARE AUTHORIZED PAY EQUIVALENT
THREEHUNDRED FORTYNINE DOLLARS ELEVEN CENTS CHARGEABLE GENEVA
INFORM BALLOU. REUR 889 BALLOU ENTITLED INSTALLATION PERDIEM

WERTHEIMER PROPELT

DISTRIBUTION - DIFFUSION

INFO:	PUBLIC INFO.	(PI)	MR. GJESDAL
	BUR. OF COMPT.	(AFS)	MR. ELVINS
	BDGT. ACCTS. AND		
	EXPEND. CONTR. DIV.	(AFS)	MR. MC LEOD
	SALARY ADMIN. DIV.	(AFS)	MR. POTTEIGER
	REGUL. & INSP. DIV.	(AFS)	MR. BLANCHET
	EXTERNAL SERVICES	(PI)	MR. SZAPIRO
	OVERSEAS OFFICES DIV.	(CGS)	MR. WERTHEIMER (5 COPIES)

72
JW 14 APRIL 47 2300 EST

UNITED NATIONS • NATIONS UNIES

CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

NAME IND. *fn*
SUBJ. IND. *fn*

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

INCOMING CABLEGRAM

TELEGRAMME ARRIVEE

FROM - DE GENEVA
SENT - ENVOYE LE 11 APR 47 1120 (GENEVA)
RECD - RECU LE 12 APR 47 0049 EST

COMPTROLLER EXSHIELDS

911

REQUEST DETAILED INSTRUCTIONS RE PERDIEMS INTERPRETERS HERBERT RABINOVITCH ANDRE KAMINKER AND HEDIGER. HERBERT QUOTES VERBAL AGREEMENT WITH YOURSELF ALL SHALL RECEIVE TWELVE FIFTY FIRST THIRTY DAYS ALSO CONFIRMS ULTIMATUM SAME RATE CONTINUE THEREAFTER ELSE RETURN HEADQUARTERS TRAVEL ADVANCES BEING MADE UP TO AMOUNTS DESIGNATED THEIR TRAVEL AUTHORIZATIONS

MODEROW

DISTRIBUTION - DIFFUSION

* OVERSEAS OFFICES DIVISION	(CGS)	MR. WERTHEIMER (5 COPIES)
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CONFERENCE & GENERAL SERVICES	(CGS)	MR. LOPEZ
BUREAU OF COMPTROLLER	(AFS)	MR. ELVINS
BUREAU OF TECHNICAL SERVICES	(CGS)	MR. STEFANINI
LANGUAGES DIVISION	(CGS)	MR. MATHIEU
TRANSPORTATION SERVICE	(CGS)	MR. SAUNDERS (8 COPIES)
SALARY ADMIN. DIVISION	(AFS)	MR. POTTEIGER
BUREAU OF PERSONNEL	(AFS)	MR. LOWE (2 COPIES)

luf
HR 12 APR 47 1219 EST
1035

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UNITED NATIONS

REF. NO.

302-103-9

NAME IND.

SUBJECT

NATIONS UNIES

APR 9 1947

Palais des Nations

GENEVE.

3 April 1947

TO: Mr. A. PELT,
Assistant Secretary-General,
Conference and General Services Department.

For the attention of Mr. E. RANSHOFEN-WERTHEIMER.

The Director representing the Secretary-General
in Geneva would be grateful if you would transmit the
attached to:

Mr. H.H. Busfield of the Bureau of the
Comptroller

Date 3 April 1947



Removed from
file by General
Accounts Division
memo of 3 April
1947 from
Shields
Laird
Laird.



CONFIDENTIAL

MR. H. H. BULLITT OF THE BUREAU OF THE

attached to

in Geneva would be glad to see you should you wish to

The Director representing the Secretary-General

For the attention of Mr. E. VANHOVEN-WESTHEIMER

Conference and General Secretariat Department
General Secretariat-General

TO: MR. A. BEGL

GENERAL

United Nations

UNITED NATIONS

UNITED NATIONS

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CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

INCOMING CABLEGRAM TELEGRAMME ARRIVEE

FROM - DE GENEVA
SENT - ENVOYE LE 8 APR 47 1805 (GENEVA)
RECD - RECU LE 9 APR 47 0110 EST

GREEN COMPTROLLER EXSHIELDS

883

REFERENCE APRIL 3 LETTER GREEN INCREASE AMOUNT PERDIEMS
BY 77.50 IMPLEMENTING ADDENDUM 5 RATES NEW TOTAL 754 DOLLARS

MODEROW

DISTRIBUTION - DIFFUSION

*	OVERSEAS OFFICES DIVISION	(CGS)	MR. WERTHEIMER (5 COPIES)
INFO:	ECONOMIC AFFAIRS	(EA)	MR. GREEN
	BUREAU OF COMPTROLLER	(AFS)	MR. ELVINS
	BUREAU OF COMPTROLLER	(AFS)	MR. BUSFIELD

6
LH 9 APR 47 1240 EST
18

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302-103-9

NAME IND.	
SUBJ. IND.	

10 April 1947

To: M.W. Noderow, Director representing the Secretary-General of the United Nations in Geneva.

From: E. Ranshofen-Wertheimer, Chief,
Overseas Offices Division.

Attention: Mr. S.B. Shields.

I wish to acknowledge the receipt of your memorandum of 3 April 1947 regarding travel authorisations and travel claims. This has been forwarded to Mr. M. Busfield.

(Route slip to Mr. Busfield)

er

UNITED NATIONS • NATIONS UNIES

CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

INCOMING CABLEGRAM

TELEGRAMME ARRIVEE

FROM - DE PARIS (FRANCE)
SENT - ENVOYE LE 31 MAR 47 (TIME UNKNOWN)
RECD - RECU LE 1 APR 47 0828 EST

SZAPIRO

9

SHIELDS FINANCE OFFICER INFORMS NO PER DIEMS PRESENTLY PAID
GENEVA. PLEASE ARRANGE PAYMENT SAME ALL MEMBERS INFORMATION DEPARTMENT
IMMEDIATELY UPON THEIR ARRIVAL GENEVA. AM LEAVING PARIS WEDNESDAY
NIGHT REGARDS

DUCKWORTH BARKER

DISTRIBUTION - DIFFUSION

* EXTERNAL SERVICES	(PI)	MR. SZAPIRO
INFO: BUR. OF COMPTROLLER	(AFS)	MR. ELVINS
BUR. OF COMPTROLLER	(AFS)	MR. BUSFIELD
PUBLIC INFORMATION	(PI)	MR. GJESDAL

EAS 1 APR 47 1114 EST
879

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NAME *mm*
SUBJ. *mm*

Mr. A. Pelt

E. Ranshofen-Wertheimer

Per Diem Allowances

27 March 1947

Kindly find herewith attached ^{a draft of} the note to Mr. Byron Price regarding the allowances of staff members who are sent from the Headquarters Office in New York for a conference assignment to Geneva.

As I told you orally, I agree that the solution originally decided upon by Mr. Hutson, Mr. Andersen, Miss Smieton and me is not an ideal one, but I am not so sure that the solution you propose will not create some other difficulty.

As you are aware, we are already recruiting local staff and European staff for temporary assignments during the conference period on the following basis:

- A. Locally recruited staff - New York salaries minus Geneva differential - no per diem
- B. European temporarily recruited for the conferences - ^{New York} Geneva salaries minus Geneva differential, plus per diem of:

\$5.00 a day - Grades 5 through 11
6.00 a day - Grades 12 through 14
7.00 a day - Grades 15 through 19

According to information received from Geneva, these conditions have proved sufficiently attractive to Mr. Moderow and Mr. Reyne.

C The staff sent from Headquarters is in a favorable position compared with the above mentioned staff for the following reasons:

1. Their New York salary continues without Geneva differential.
2. The allowances they receive in New York continue - for instance, somebody receiving (see SGB/62/Add.1) \$56. bi-weekly would continue to receive this sum. The fact that he or she would leave behind an apartment and a household is therefore taken care of.

Personnel sent from Headquarters would therefore not be in a disadvantageous position compared with locally recruited persons, or persons recruited in Europe. *on the contrary they are in a favorable condition as they continue to receive their full salary & all the N.Y. allowances*

As to the per diem itself, \$5., \$6. or \$7. a day respectively should cover about 75% to 90% of their expenses in Geneva; the difference would correspond to the sum these people would expend outside their household expenses anyhow, i.e., also in Lake Success.

As the choice between:

- (a) rates and conditions under SGB/7/Add.5, or
- (b) the rates of \$5.00 a day for grades 5 through 11
6.00 a day for grades 12 through 14
7.00 a day for grades 15 through 19

is entirely within the judgment of the individual, I do not see any harm in the alternative proposed by Mr. Hutson, and agreed upon by Mr. Andersen, Miss Smieton and me.

If you are of the opinion that nobody should receive less than \$7. (as you suggested if I remember rightly), there would be a very considerable discrepancy to the advantage of the Headquarters staff which might seriously impair the morale of the whole conference staff. I would ask you particularly to consider this aspect of the question when deciding upon the dispatch of the attached note to Mr. Price which I have drafted according to your instructions.

Encs: 4

Note to Mr. Price
Note on per diem allowance rates for Geneva
cy memo Mr. Hutson to Mr. Owen 13-3-47
SGB/7/Add.5

ERW/lj

UNITED NATIONS

NATIONS UNIES

Palais des Nations
GENEVE.

TO: Mr. A. PELT,
Assistant Secretary-General,
Conference and General Services Department.

①-101
REF. NO. 302-103-8
NAME IND. (9)
SUBJ. IND. APP 1 1947

For the attention of Mr. E. RANSHOFEN-WERTHEIMER.

The Director representing the Secretary-General
in Geneva would be grateful if you would transmit the
attached to:

Mr. Owen,

Assistant Secretary-General for Economic
Affairs.

Date 27th March 1947



UNITED NATIONS

NATIONS

UNIES



Télégrammes: NATIONS, GENEVE

Téléphone : 2 80 00

REF. NO:

REF. NO. 302-103-9
NAME IND. *Pla*
SUBJ. INT. *Pla*
APR 1 1947
A

Palais des Nations
GENEVE

March 27th 1947.

*No action necessary
L. Makina*

Dear Mr. Owen,

I am very much obliged to you for your letter of March 1st 1947 which deals with questions relating to the work of Mr. Turner and Miss Saunders over here and their allowances. I fully understand how important it will be for them to be in direct touch with you on matters which are within the jurisdiction of your Department. I feel that my authority for cables or telephone calls in these circumstances is not required, and I have therefore despatched you telegram UNOG 834 today which reads as follows:

"Your letter March 1st. Please despatch delegation of authority cards entitling Turner Saunders cable or telephone yourself."

My Finance Officer is looking into the proposed arrangements for the per diem allowances of Mr. Turner, Miss Saunders and Miss English.

Please let me know if you think there is anything else by which I can facilitate the work of your Department in Geneva.

With very kind regards,

Yours sincerely,

H. Johnston

Director of the United Nations Geneva Office,
representing the Secretary-General.

David Owen Esq.,
Assistant Secretary-General for
Economic Affairs,
United Nations.



REF. NO. 523-157
 NAME IND. 523-157
 SUBJ. IND. 523-157
 APR 1 1947

NATIONS

UNITED NATIONS



Télégrammes : NATIONS, GENEVE
 Téléphone : 2 80 00

REF. NO. :

Dear Mr. Owen,

I am very much obliged to you for your letter of March 1st 1947 which deals with questions relating to the work of Mr. Turner and Miss Saunders over more and their allowances. I fully understand how important it will be for them to be in direct touch with you on matters which are within the jurisdiction of your Department. I feel that my authority for cables or telephone calls in these circumstances is not required, and I have therefore designated you telephone U.O.G. 214 today which means as follows: "Your letter of 1st March. Please designate delegation of authority cards entitling Mr. Saunders cable or telephone yourself."

My Finance Officer is looking into the arrangements for the out-of-pocket expenses of Mr. Turner, Miss Saunders and Miss English.

Please let me know if you have any further points which I can facilitate the work of your Department in Geneva.

With very kind regards,

Yours sincerely,

H. Johnson

Director of the United Nations Geneva Office
 representing the Secretary-General.

David Owen Esq.,
 Assistant Secretary-General for
 Economic Affairs,
 United Nations.



*La lettre venant de
M. Johnson*

Palais des Nations
 GENEVE

302-103-9

UNITED NATIONS • NATIONS UNIES

CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

NAME IND. _____
SUBJ. IND. _____

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

OUTGOING CABLEGRAM TELEGRAMME DEPART

DRAFTED BY - REDIGE PAR - GREEN
TIME SENT - ENVOYE LE - 27 MARCH 47 1830 EST

UNATIONS
GENEVA

904

SAUNDERS EXGREEN SUBMIT F/108 WITH EXACT ITINERARIES TO ME
BY AIRMAIL ACCORDANCE WITH CABLE (819) BUT UP TO MARCH 31 IN LIEU
OF FEBRUARY 20. ON RECEIPT WILL LIAISE WITH COMPTROLLER HERE
AND HE WILL INSTRUCT MODEROW AMOUNT PAY YOU. FROM APRIL 1 YOU
RECEIVE GENEVA RATES OF \$6 PERDIEM TRAVEL AUTHORIZATION WILL BE
SENT GENEVA ENABLE YOU DRAW ADVANCES AT THIS RATE

WERTHEIMER PROPELT

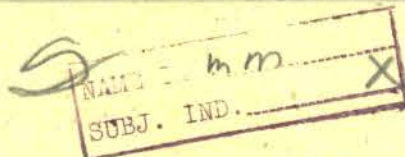
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INFO:	OVERSEAS OFFICES DIV.	(CGS)	MR. WERTHEIMER (2 COPIES)
	ECONOMIC AFFAIRS	(EA)	MR. OWEN
	ECONOMIC AFFAIRS	(EA)	MR. MALANIA
	ECONOMIC AFFAIRS	(EA)	MR. DELL
	BUR. OF COMPTROLLER	(AFS)	MR. ELVINS
	TRANSPORTATION SERVICE	(CGS)	MR. SAUNDERS (4 COPIES)
	ECONOMIC AFFAIRS	(EA)	MR. GREEN
	GEN. ACCTS. DIVISION	(AFS)	MR. BUSFIELD

29

JW 27 MARCH 47 1945 EST

INFORMATION COPY ONLY Copie du télégramme original



Registry

302-103-9

LD

Mr. Byron Price, Assistant Secretary-General, Administrative & Financial Services

A. Felt, Assistant Secretary-General, Conference & General Services

Per Diem Allowances

26 March 1947

I understand that you will be asked to confirm a preliminary decision taken by Mr. Hutson relative to the per diem allowance rates for the Geneva staff.

The situation as I understand it is as follows:

1. Temporary staff members who are living within commuting distance of the Palais des Nations will be regarded as locally recruited and will receive salaries corresponding to the New York grades, minus Geneva differential of 3%.
2. Staff recruited in Europe for the conferences in Geneva who are not locally recruited will receive salaries corresponding to their New York grades, minus Geneva differential of 5%, plus per diem of \$5., \$6. and \$7. respectively according to their grades. The sixty day rule will not apply, which means in practice that this per diem will be paid as long as they are temporarily engaged. I have no objections against these stipulations and the more so as it would be too late at this stage to change the conditions of employment, because the greater part of the locally recruited and Europe recruited temporary conference staff has already been offered and accepted these conditions.
3. As far as staff members are concerned, who are sent from the Headquarters office for conference assignments to Geneva, the following solution has been suggested and I understand ^{has been} ~~is being~~ approved by Mr. Andersen and Miss Sletten in addition to Mr. Hutson:

Staff members sent from Headquarters can choose between two alternatives

- a. Rates and conditions under SUB/7/Add.5, or
- b. Rates outlined in 2 above which would apply for the duration of their assignment.

My first objection relates to the alternative choice for staff members. "a" is more favorable for staff members whose assignments terminate within three or four months, but as no staff member temporarily sent to Geneva knows for certain whether he will be sent there for two, three or five months or more, it appears to me unfair to place before him an alternative which has almost the character of a gamble.

My second objection is of a more concrete nature. I feel that the per diems of

\$5.00 a day for grades 5 through 11
6.00 a day for grades 12 through 14
7.00 a day for grades 15 through 19

are insufficient to cover their living expenses at Geneva, as most of these persons are established in New York with their families and therefore continue to pay for their establishments in New York. An insufficient per diem would appear in my opinion to lead to grave objections. My suggestion would be to apply to these persons, the staff members sent from Headquarters, the daily rates set out in 3GB/7/Add.5 *with the modifications suggested below:*

They amount to:

\$12.50 daily for all staff members having base (first step) salaries from \$6,600 to \$10,000 in grades 15 through 19

10.00 daily for all staff members having base (first step) salaries of \$5,900 or below in grades 14 and below

Rule 24 (same document, page 6) provides that these rates should be paid for 30 days and continues:

"In cases where the initial assignment exceeds thirty days and does not constitute a permanent transfer of official station for the staff member, a twenty-five percent reduction of the travel per diem allowance will be made for the second thirty day period and an additional corresponding reduction on the original allowance for each thirty day period thereafter. The Assistant Secretary-General for Administrative and Financial Services is authorized to give special consideration in cases where a reduction in the per diem rate causes hardship to the staff member, provided the extension of this travel is beyond the staff member's control."

~~In view of the fact that~~ I believe that the full application of this rule would cause hardship, I would ^{therefore} suggest that you avail yourself of the authorization contained in the last sentence above quoted, and that a sliding scale should be

applied as follows: full payment of the daily rates for the first 30 days; a 25% reduction for the whole subsequent duration of the temporary assignment in Geneva.

This solution would eliminate the need to choose between two alternatives, and moreover would reduce the per diem rates after 30 days to a level which in my opinion would correspond to the legitimate claim of the officials for a sufficient daily allowance. In practice it would mean that officials receiving salaries between \$4,500. and \$10,000. would receive after the first month, \$9.38 and staff members having base salaries of \$5,900. or below, instead of \$10. would receive \$7.50 after the first month. I would insist on this solution, the more so because Mr. Hudson in an interoffice memorandum dated 13 March has already granted a special rate of \$9. per day applicable during the entire conference period to Messrs. Turner, Lacarte and Ritchie of the Economic Department. In requesting these exceptions, he apparently felt that the rates decided upon were not entirely satisfactory.

HRM/13

WAT 202-103-9

NAME IND.	_____
SUBJ. IND.	_____

17 March 1947

To : Mr. W. Moderow, Director representing the Secretary-General
of the United Nations in Geneva

From : E. Ranshofen-Wertheimer, Chief, Overseas Offices Division

Subject: Per Diem Allowance in the Geneva Office.

Following Mr. Pelt's note of 13 March 1947, and in answer to your cable 747 of 14 March, I am now in a position to give you the following details:

(1) All staff members, eligible to receive the allowances, who have been appointed to the Geneva Office to-date, are entitled to a retroactive payment of allowances for a period not to exceed sixty days under rates of IC/Genève 26, i.e. \$5.00 or \$7.00 per diem. Staff members appointed or transferred to Geneva in December 1946 whose allowances were discontinued on 31 December 1946 are to be paid a retroactive sum covering the balance of the time up to a sixty days period. For example, as you stated in your memorandum, M. A.M. Bernadas arrived in Geneva on 7 December 1946 and was paid per diem until 31 December, a total of 24 days. A payment covering the balance of 36 days is due Mr. Bernadas at the daily rate established in December.

(2) All entitled staff appointed or transferred between 1 January and 15 January 1947 who have been on duty for sixty days ~~at the rates~~ and have received no per diem shall receive lump sum payments for sixty days at the rates under IC/Geneva 26.

(3) Entitled staff members appointed or transferred to Geneva Office after 15 January 1947 shall receive lump sum retroactive payments for per diem under the IC/Geneva 26 rates. Any unexpired portion of the sixty day period that falls after 15 March 1947 shall be paid currently under the new rates established at headquarters, namely \$5.00, \$6.00 or \$7.00 in accordance with the salary scale.

No refund will be required of course, from staff members appointed prior to 1 December 1946 who received per diem for a period in excess of the sixty days.

In paragraph (1) of your memorandum of 25 February 1947, you state that Mr. Shields, Finance Officer, is continuing to draw the allowances at the rate of \$10.00 per day. Further, that he is the only member of the Geneva staff receiving per diem. Question is raised as to Mr. Shields' continued eligibility for this, particularly in view of SGB/7, Addendum 5, Rule 24 issued 26 February 1947.

The above is in answer to your memoranda of 25 February, 25 January and 2 November.

JGS/ib.

IC/Geneva 26 of 31 October 1946 is based on the regulations and rates set forth in SGB/31 and SGB/7. The program of Allowances under SGB/31 will be replaced by a new scheme of Allowances after 15 March 1947.

Since the IC/Geneva 26 follows so closely provisions under SGB/31 and also provides for termination of the scheme on 15 March 1947, it would seem advisable for the Geneva Office to continue on with this plan in the interim period until 15 March for the following reasons:

- (1) To establish a permanent scheme of Allowances the rates should be based on reliable information, such as, a survey that will reflect living costs in Geneva.
- (2) To determine the length of time the allowances are to be paid, some knowledge of living accommodations and availability of housing should be obtained.
- (3) Since a draft of a new scheme of allowances for the New York office is under preparation, and must be completed by 15 February, this same draft can be modified and adapted to the needs of the Geneva office and sent to them by 1 March 1947. IC/Geneva 26 is not satisfactory in its entirety for operating purposes and to attempt to revise it would result in duplication of work of considerable magnitude.

Mr. Evans, Assistant Director of the Geneva office, has requested the Bureau of Personnel to furnish him with a draft of regulations that would supersede IC/Geneva 26, to enable them to administer a sound program of allowances, and to incorporate in such a draft any improved practices based on our experience in operating the program under SGB/31.

The Bureau of Personnel is prepared to request from Mr. Evans a cost of living survey from Geneva and a statement from him as to the adequacy of the present rates of \$5.00 and \$7.00 based on SGB/31, in Geneva. Mr. Maderow, in his memorandum of 2 November 1946 proposed sending a cost of living survey to headquarters office.

Subject to Mr. Hutson's approval, it is recommended that IC/Geneva 26 be used until 15 March 1947.

Lucille Griffith

302-102-6
302-102-9
NAME IND. *pa*
SUBJ. REF.

17 March 1947

To : Mr. W. Moderow, Director representing the Secretary-General
of the United Nations in Geneva.

From : E. Ranshofen-Wertheimer, Chief, Overseas Offices Division.

Subject: Per Diem allowance in the Geneva office.

Following Mr. Pelt's note of 13 March 1947, and in answer to your cable 747 of 14 March, I am now in a position to give you the following details:

(1) All staff members, eligible to receive the allowances, who have been appointed to the Geneva Office to-date, are entitled to a retroactive payment of allowances for a period not to exceed sixty days under rates of IC/Geneva 26, i.e. \$5.00 or \$7.00 per diem. Staff members appointed or transferred to Geneva in December 1946 whose allowances were discontinued on 31 December 1946 are to be paid a retroactive sum covering the balance of the time up to a sixty days period. For example, as you stated in your memorandum, M. A.M. Bernadas arrived in Geneva on 7 December 1946 and was paid per diem until 31 December, a total of 24 days. A payment covering the balance of 36 days is due Mr. Bernadas at the daily rate established in December.

(2) All entitled staff appointed or transferred between 1 January and 15 January 1947 who have been on duty for sixty days and have received no per diem shall receive lump sum payments for sixty days at the rates under IC/Geneva 26.

(3) Entitled staff members appointed or transferred to Geneva Office after 15 January 1947 shall receive lump sum retroactive payments for per diem under the IC/Geneva 26 rates. Any unexpired portion of the sixty day period that falls after 15 March 1947 shall be paid currently under the new rates established at headquarters, namely, \$5.00, \$6.00, or \$7.00 in accordance with the salary scale.

No refund will be required, of course, from staff members appointed prior to 1 December 1946 who received per diem for a period in excess of the sixty days.

In paragraph (1) of your memorandum of 25 February 1947, you state that Mr. Shields, Finance Officer, is continuing to draw the allowances at the rate of \$10.00 per day. Further, that he is the only member of the Geneva staff receiving per diem. Question is raised as to Mr. Shields continued eligibility for this, particularly in view of SGB/7, Addendum 5, Rule 24 issued 26 February 1947.

The above is in answer to your memoranda of 25 February , 25 January and 2 November.

JGS/rb.

ROUTING SLIP

TO

Miss Robson

FOR

APPROVAL	MORE DETAILS
REPLY, PLEASE	YOUR INFORMATION
SEE ME, PLEASE	RETURNED AS REQUESTED
YOUR SIGNATURE	INVESTIGATE AND REPORT
NOTE AND FILE	FOR IMMEDIATE ACTION
NOTE AND RETURN	REPLY FOR MY SIGNATURE
YOUR COMMENTS	INITIAL AND FORWARD

REMARKS:

Ltr of 2 Nov is in
false docket 302-100-5A
sent to Mr Andersen
on 11 Dec.

DATE

JAN 31 '47

FROM

J. Koenigfeld

302-102-6
with 302-103-9 (PR)
UNITED NATIONS • NATIONS UNIES

CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

NAME IND. _____
SUBJ. IND. _____

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

INCOMING CABLEGRAM TELEGRAMME ARRIVEE

FROM - DE GENEVA
SENT - ENVOYE LE 14 MARCH 47 1820 (GENEVA)
RECD - RECU LE 15 MARCH 47 0108 EST

PELT

747

REUR 678 EXPLAINED SITUATION ALLOWANCES GENEVA STAFF-
MEMBERS AIRMAILLETTER 25 FEBRUARY. NEW RECRUITS AND STAFF
TRANSFERRED FROM LONDON RECEIVING NO INSTALLATION ALLOWANCE
SINCE JANUARY FIRST ALL UPSET. NEARLY ALL LIVING ON SALARY
ADVANCES INQUIRING WHY SGB31 NOT APPLICABLE GENEVA STAFF TILL
MARCH FIFTEENTH. SITUATION STILL MORE DIFFICULT NOW CONFERENCE
STAFF ARRIVING RECEIVING PERDIEM PLEASE CABLE DECISION

MODEROW

DISTRIBUTION - DIFFUSION

* INFO:	OVERSEAS OFFICES DIV.	(CGS)	MR. WERTHEIMER (5 COPIES)
	ADMIN. & FIN. SERVICES	(AFS)	MR. HUTSON
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	BUR. OF COMPTROLLER	(AFS)	MR. ELVINS
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	BUR. OF PERSONNEL	(AFS)	MR. LOWE (2 COPIES)
	BUR. OF PERSONNEL	(AFS)	MR. CHASE

JW 15 MARCH 47 1135 EST
593

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N.B.—Copie du télégramme original. L'original, pour
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302-103-9

NAME	IND.
SUBJ.	IND.

Mr. E. Ranshofen-Wertheimer - Overseas Offices Division

Miss Lucille Griffith - Bureau of Personnel

Per Diem allowance in the Geneva Office.
Files 302-100-5; 302-102-8; 302-102-9.

13 March 1947

With reference to the above files it would appear that File #302-102-9 is the only one that contains memoranda on which a direct reply needs to be sent.

File #302-102-5^{old} contains a memorandum of 2 November 1946 from Mr. Moderow announcing a provisional scheme of allowances in IC/Geneva 26 and requesting the headquarters office to furnish them with a permanent scheme of allowances. The cable which you sent to Mr. Moderow on 10 March 1947 and my memorandum to you on 12 March for transmittal to the Geneva Office provided the information he requested.

File #302-102-8 contains a cover letter from Mr. Moderow of 25 January 1947 forwarding a report on allowances in Geneva prepared by Mr. Shields on 26 December 1946. This report is useful only to the extent that it gives data on allowances paid to Geneva staff which is of assistance in determining what retroactive payments are now necessary for some of the staff who had been in Geneva less than sixty days when the allowances were discontinued on 31 December 1946.

With reference of File #302-102-9, Mr. Moderow's memorandum of 25 February 1947, it is recommended that the following instructions be transmitted to the Geneva Office.

1) All staff members, eligible to receive the allowances, who have been appointed to the Geneva Office to - date, are entitled to a retroactive payment of allowances for a period not to exceed sixty days under rates of IC/Geneva 26, i.e. \$5.00 or \$7.00 per diem. Staff members appointed or transferred to Geneva in December 1946 whose allowances were discontinued on 31 December 1946 are to be paid a retroactive sum covering the balance of the time up to a sixty day period. For example, Mr. Moderow's memorandum stated that Mr. A. M. Bernadas arrived in Geneva on 7 December 1946 and was paid per diem until 31 December, a total of twenty-four days. A payment covering the balance of thirty-six days is due Mr. Bernadas at the daily rate established for him in December.

2) All entitled staff appointed or transferred between 1 January and 15 January 1947 who have been on duty for sixty days and have received no per diem shall receive lump sum payments for sixty days at the rates under IC/Geneva 26.

3) Entitled staff members appointed or transferred to Geneva Office after 15 January 1947 shall receive lump sum retroactive payments for per diem under the IC/Geneva 26 rates. Any unexpired portion of the sixty day period that falls after 15 March 1947 shall be paid currently under the new rates established at headquarters, namely, \$5.00, \$6.00, or \$7.00 in accordance with the salary scale.

No refund will be required, of course, from staff members appointed prior to 1 December 1946 who received per diem for a period in excess of the sixty days.

In paragraph (1), Mr. Moderow's memorandum of 25 February 1947, he states that Mr. S. Shields, Finance Officer, is continuing to draw the allowances at the rate of \$10.00 per day. Further that he is the only member of the Geneva staff receiving per diem. Question is raised as to Mr. Shield's continued eligibility for this, particularly in view of SGB/7, Addendum 5, Rule 24 issued 26 February 1947.

cc: Mr. J. B. Hutson
Miss Mary Smieton

302-102-6
302-103-9
NAME IND. (2)
SUBJ. IND.

13 March 1947

To: M.W. Moderow, Director representing the Secretary-General
of the United Nations in Geneva.

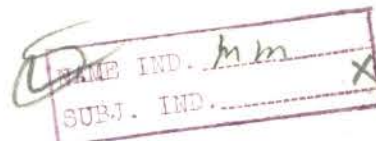
From: G. Ralt, Assistant Secretary-General in charge of
Conference and General Services.

As stated in my note of 10 March 1947 the instructions regarding per diem, specifying paragraph 3 of page 4 of the note, will be forwarded. I am attaching to this letter the regulations as set up by Mr. Hutson, as well as a note informing you of three exceptions to the general rule which have been authorized. These papers, in spite of Mr. Hutson's approval, are preliminary to formal instructions which will be sent to you as soon as they have been drawn up.

Encs: Memo from Miss Griffith to Mr. R-Wertheimer, 12/3/47
Note from Mr. Hutson to Mr. Owen, 13/3/47.

ERM/er

Space
Pe 2.
H.D.
302-103-9
Mr. E. Ranshofen-Wertheimer, Chief, Overseas Division
Miss Lucille Griffith, Bureau of Personnel



12 March 1947

In accordance with the agreement reached in Mr. Hutson's office on 10 March 1947 the per diem allowance rates to be established for the Geneva Office are as follows:

1) Effective 16 March 1947 staff members appointed on (a) Indeterminate, (b) Fixed Term or (c) Temporary Appointments will be entitled to per diem for a period of sixty days from the date of their arrival in Geneva. This rule will apply to all staff on the above named appointments except locally recruited staff. Staff members who are living within a commuting distance of twenty kilometers from the Palais des Nation immediately prior to appointment will be regarded as locally recruited. This may or may not be the legal residence of the staff member.

The rates of per diem for staff members recruited in accordance with paragraph (1) above are as follows:

Grades 5 through 11	-	\$5.00 a day
Grades 12 through 14	-	6.00 a day
Grades 15 through 19	-	7.00 a day

2) Staff members recruited for conferences to be held in Geneva will be paid rates outlined above for the duration of the conference or for the period of time specified in their contracts if less than the duration of the conference. The sixty day rule will not apply.

3) Staff members who are sent from the headquarters office in New York for a conference assignment may elect one of two per diem plans as follows:

- (a) Rates and conditions under SGB/7, Addendum 5, or
- (b) Rates outlined in (1) above for the duration of their assignment.

These provisions will apply only to those staff members who are detailed to the Geneva Office for a conference assignment and whose salaries are paid from the headquarters office. Staff members who are transferred from the headquarters office will be paid per diem for the first sixty days in accordance with rates in paragraph (1) above.

As soon as the new Secretary-General's Bulletin is issued covering the full terms and provisions for the new per diem program effective 16 March 1947, a copy will be adjusted and adopted to meet the needs of the Geneva

- 2 -

Office and forwarded to you for issuance to that office. This new bulletin will include additional rates and regulations with regard to dependents, more complete instructions on definitions of entitlement, and other pertinent information for the administration of the per diem allowance program.

cc: Mr. J. B. Hutson
Mr. H. C. Andersen
Miss Mary Smieton

Enclosures: 2 copies of SGB/7, Add. 5.

302-103-9

WHEED - mas
SUBJ. IND.

Mr. J. B. Hutson, Assistant Secretary-General
Administrative & Financial Services
E. Hanshofen-Wertheimer, Chief, 5 March 1947
Overseas Offices Division

Persons in the Geneva Office
Receiving per diem allowances - File 302-102-9

Herewith is file 302-102-9 in which you will find a note from Mr. Moderow dated 25 February 1947 giving information you asked me to request from him regarding persons in the Geneva Office receiving per diem allowances.

As you will see, the basic document applied at Geneva in this respect is a Geneva Office circular (IC/GEN/26) which was the subject of my note addressed to you on 14 November 1946.

I expect your services will want to study this memorandum together with Mr. Moderow's memorandum of 22 January 1947 and Mr. Shields' reports of 26 December which were the subject of my memorandum addressed to you on 6 February 1947.

Enc: 1
File 302-102-9

AS/lj

WAT 302-103-9

NAME IND.	WAT
SUBJ. IND.	

G III 5/1 (93)
Our 302-102-9

5 March 1947

To: Mr. W. Moderow, Director representing the
Secretary-General, Geneva

From: E. Ranshofen-Wertheimer, Chief,
Overseas Offices Division

Subject: Persons in the Geneva Office
Receiving per diem allowances

I herewith acknowledge receipt of your note of
25 February 1947 on the above subject.

The question of allowances is now under study
by the administration.

AS/lj

UNITED NATIONS

CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

NATIONS UNIES

SUBJ. INT.

Services généraux et des Conférences
Section télégraphique et télégraphique sans fil

INCOMING CABLEGRAM

TELEGRAMME ARRIVEE

FROM - DE GENEVA
SENT - ENVOYE LE 3 MAR 47 1830 (GENEVA)
RECD - RECU LE 4 MAR 47 1141 EST

MALANIA EXSAUNDERS

YOUR 736 AUTHORITY REQUESTED LETTER MCLEOD DATED JANUARY
TWENTIETH CABLE FROM SHIELDS ADDRESSED COMPTROLLER YOURSELF FORTNIGHT
AGO PAY ADVANCES AGAINST SALARY BUT NO AUTHORITY RECEIVED. AM
AIRMAILING COMPLETED CLAIMFORM TRAVEL MISSION PER DIEM TO FEBRUARY
TWENTIETH PLEASE CHECK AND AUTHORIZE VIA COMPTROLLER. SUPPOSE YOU
REALIZE HAVE NOW BEEN GENEVA ONE MONTH WITHOUT RECEIVING AUTHORITY
ANY CASH PAYMENTS TRAVELLERS CHECKS EXHAUSTED FORCED RETURN ENGLAND
SHORTLY UNLESS PAYMENT AUTHORIZED

MODEROW

DISTRIBUTION - DIFFUSION

* OVERSEAS OFFICES DIVISION (CGS) MR. WERTHEIMER (5 COPIES)
INFO: ECONOMIC AFFAIRS (EA) MR. MALANIA

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HR 4 MAR 47 1255 EST
779

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la personne indiquée par l'astérisque (*).



UNITED NATIONS

NATIONS UNIES

INTEROFFICE MEMORANDUM

302-102-9
FILE NO.
NAME
MAR 4 1947

To: Mr. PELT, Assistant Secretary-General in Charge of Conference and General Services.

From: Mr. MODEROW, Director of the Geneva Office, United Nations, representing the Secretary-General.

Attention: M. RANZHOFEN WERTHEIMER.

Our Ref: G III 5/1 (95) Geneva, 25th February, 1947.

Your Ref: Telegram 678.

Subject: Persons in the Geneva Office receiving per diem allowances.

The information requested in your telegram No. 678 is as follows:

1. Your paragraph (1) - List of all persons presently in the Geneva Office receiving per diem allowances under SGB/7.

Mr. S. Shields, Finance Officer, whose salary is allocated to the Headquarters budget.

Any Headquarters staff on temporary mission to the Geneva Office.

- 2.a) Your paragraph (2) - List of all persons receiving per diem allowances under SGE/31 rates.

There are no persons in this category. All payments of per diem allowances under IC/GEN/26 ceased as from December 31st, 1946, in accordance with the instructions contained in your Memorandum of December 14th, 1946, on "Issuance of contracts for 1947 to Geneva Staff" and no allowances of any kind have been made to any persons in the Geneva Office, other than those mentioned under para. 1 above, since January 1st pending the receipt of your instructions on allowances for the Geneva Office.

2.b) It is assumed that the following persons who arrived towards the end of 1946 and who received allowances under IC/GEN/26 up to December 31st, will be eligible for per diem allowances after January 1st, 1947, for whatever is decided upon as the applicable period in 1947:

Mr. N. Field, who arrived on October 29th, 1946.
Recruited from London.

Mr. R.G. Banwell, who arrived on November 4th, 1946.
Recruited from London.

3. Your paragraph (3) - List of new arrivals still under SGB/7 rates who will receive subsequently SGB/31 rates.

a) There are no persons in this category for the reason given under 2 a) above.

b) The following new arrivals, however, who have month to month engagements, have not received any allowances but would have been eligible for per diem allowances under the Geneva scheme (IC/GEN/26 based on SGB/31) had not all payments been stopped:

Mr. A.M. Bernadas, who arrived on December 7th, 1946
Transferred from London.

Miss Jacqueline Kay, who arrived on Feb. 4th, 1947.
Recruited from London.

Mr. A. Painter, who arrived on Feb. 10th, 1947.
Transferred from London.

Mlle. Juliette Papineau, who arrived on Feb. 10th, '47
Recruited from Paris.

Miss Eugénie de Née tot Babberich, who arrived
on January 8th, 1947.

Recruited from Holland.

Miss Pamela Clavering, who arrived on Feb. 8th, 1947.
Recruited from London (Temporary).

c) It is assumed that the following persons who arrived after January 1st, 1947, who have permanent appointments (one year or longer) and have not received any allowances, would be eligible under the Geneva equivalent of SGB/31:

Mr. J. Reyne, transferred from London.
Baron A. Greindl, transferred from London.
Miss H. Gordon, transferred from London.
(Leaving for Headquarters at the end of February).
Miss N. Nash, transferred from Headquarters.
Mrs. E. Stewart, transferred from London.
Mr. Oxley-Sidey, transferred from London.

d) The following persons have been transferred from Headquarters to the Geneva Office since January 1st, 1947, and have not yet received any allowances. Instructions have not been received by the Geneva Office as to the conditions of their transfer, length of contract, etc., but they will presumably also be eligible for allowances under the Geneva equivalent of SGB/31.

Mr. M.F. Veillet-Lavallée.
Miss A.M. Farrow.
Mr. M.D. Vanhove.
Mr. E. Pic-Manaïme.

It is understood that there are other members of this group (Translators) on their way from Headquarters to the Geneva Office.

4. The under-mentioned persons received installation allowances under IC/GEN/26 up to December 31st, 1946, and are still in the Geneva Office:

Mr. A.B. Elkin.)
Mr. A.D. Meurig Evans.) (See paras. 16 to 18 of
Mr. Shields' report on Geneva Office Installation
Allowances sent to you under cover of my letter
of January 25th, 1947).
Miss B. Watney.) (See para. 12 of Mr. Shields' report)
Miss W. Lotysz.)
Mrs. P.W. van Ittersum.)
Miss E. Jackson.) (See para. 14 of Mr.
Miss I. Taylor-Schneiders.) Shields' report)
Mrs. M. Maltzeff.)

The situation of these staff members should also be clarified.

5. Several of the persons mentioned in paragraphs 2 and 3 above have been in financial difficulties following their arrival in Geneva, owing to the monetary restrictions in force, and have had to be granted some assistance by way of advances on their salary. It is therefore very desirable that the situation should be regularised as soon as possible.

302-103-9

NAME IND.	mm
SUBJ. IND.	

Miss Lucille Griffith
Staff Relations.

24 February 1941

E. Ranshofen-Wertheimer,
Overseas Offices Division

Installation Allowances for Geneva Staff.

I am returning herewith to you
False Docket #302-100-5 which you had brought
back to me a month ago.

As I understand, the Bureau of Personnel
is now actively engaged on the preparation of new
schedules for installation allowances at Headquar-
ters and overseas, I suppose you will soon be in a
position to prepare a reply to the questions
Mr. Moderow asks in his two letters of November 2nd
on this subject.

Encl: False Docket # 302-100-5
AS/rb.

UNITED NATIONS

302-103-9
NATIONS UNIES

CONFERENCE AND GENERAL SERVICES
CABLE AND WIRELESS SECTION

NAME IND. *W*

Services généraux et des Conférences

SUBJ. IND.

Section télégraphique et télégraphique sans fil

OUTGOING CABLEGRAM

TELEGRAMME DEPART

DRAFTED BY - REDIGE PAR - WERTHEIMER
TIME SENT - ENVOYE LE - 18 FEB 47 1840 EST

UNATIONS
GENEVA
(SWITZERLAND)

678

AIRMAIL (ONE) LIST ALL PERSONS PRESENTLY GENEVA OFFICE RECEIV-
ING PERDIEM UNDER SGB/7 (TWO) LIST ALL PERSONS RECEIVING PERDIEM UNDER
SGB/31 WITH COMPLETE DESCRIPTION OF CIRCUMSTANCES EACH CASE,
EFFECTIVE DATE PERDIEM STARTED ETC (THREE) LIST NEW ARRIVALS STILL
UNDER SGB/7 RATES WHO WILL RECEIVE SUBSEQUENTLY SGB/31 RATES.
URGENTLY NEEDED

WERTHEIMER PROPELT

DISTRIBUTION - DIFFUSION

INFO: CONFERENCE & GENERAL
SERVICES
OVERSEAS OFFICES DIV.
ADMIN. & FIN. SERVICES
BUREAU OF PERSONNEL
BUREAU OF COMPTROLLER
BUREAU OF PERSONNEL
BUREAU OF PERSONNEL

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{AFS}	MR. HUTSON
{AFS}	MR. BARRETT
{AFS}	MR. ELVINS
{AFS}	MR. CHASE (2 COPIES)
{AFS}	MR. LOWE (2 COPIES)

JW 18 FEB 47 2000 EST

INFORMATION COPY ONLY *Copie du télégramme original*

UNITED NATIONS

NATIONS UNIES

NAME IND. _____
SUB. IND. _____

JAN 31 1947

302-103-9

14 Nov 46

302-100-5A

INTEROFFICE MEMORANDUM

To : Mr. A. Pelt,
Assistant Secretary-General for
Conferences and General Services,
United Nations, Lake Success, New York.

From : Mr. W. Moderow,
Director of the United Nations Geneva Office,
representing the Secretary-General.

Our Ref :
G/III/5/1 (93)

Your Ref : _____

Date :
January 25th 1947.

Subject : Installation Allowances for the Geneva Office.

1. In Allotment Letter number 161, dated November 8th 1946, the Comptroller asked me:

- (a) to explain the circumstances under which installation allowances were paid in Geneva, and
- (b) to report on the rates and conditions for these allowances as well as on the duration of payment.

2. On November 2nd 1946, i.e., soon after the Information Circular Geneva number 26 on the Provisional Installation Allowances for the Geneva Staff was issued, I despatched copies of it together with a covering memorandum to you, with a request to transmit it to Mr. Hutson's Department.

3. In the meantime, Mr. Shields, the Acting Finance Officer of the Geneva Office, had prepared a detailed Report on the Geneva Office Installation Allowances, which is enclosed herewith. In accordance with what I had agreed to in New York, the payment of installation allowances was discontinued as from January 1st 1947. I did not forward to you the enclosed Report, in the hope that the new Installation Allowances Scheme, which I understood was going to reach me shortly after my departure, would arrive and that I could include in it any further comments on the matter. As this Scheme has not arrived yet, I think it advisable to despatch the Memorandum to you now.

..... 4. I enclose two copies of the Report, which perhaps you would be good enough to transmit to Mr. Hutson's Department for the attention of Mr. Busfield.

H. Hutson

January 25th 1947.

REPORT ON GENEVA OFFICE INSTALLATION ALLOWANCES

1. In Allotment Letter No. 161 dated November 8th, 1946, Mr. Moderow, the Director representing the Secretary-General in Geneva has been asked:

- (a) to explain the circumstances under which installation allowances are paid in Geneva, and
- (b) to report on the rates and conditions for these allowances as well as on the duration of payment.

In the following I shall attempt (A) to justify payment of installation allowances in Geneva; (B) to provide satisfactory reference to authorisation; and (C) to give a picture of the present situation and tentative plans for the future.

A.

2. SGB/31 defines that the purpose of installation allowances is "to compensate the staff member for additional costs incurred during the period immediately following entry on duty caused by moving away from the establishment where he (or she) has been living prior to accepting a post with the United Nations and/or to cover subsequent adjustment and installation expenses in establishing his (or her) new home within the Headquarters area". This continues the line of reasoning exhibited in all predecessor documents to SGB/31.

3. IC/London/76, dated August 14th, 1946 gives a similar purpose for its "daily living allowances". Document SC/AD/W.81/Rev.1, dated September 6th, 1946, traces the history of installation allowances and explains the policy to be followed by Headquarters through March 15th, 1947.

4. These documents consistently recognise the need for installation allowances for staff taking up appointments at a new location and establishing permanent residence there.

5. It has been found that the Geneva housing situation is extremely acute and is becoming more and more so due to the lack of new building and the influx of Swiss citizens as well as of new international officials. A detailed recital of

these conditions will be found on pages 8, 9 and 10 of the "Report on a Comparative Study of Living Costs in Geneva and New York", submitted by Mr. Elkin, Assistant Director, Administration, on November 30th, 1946 to Mr. Moderow. In my opinion installation allowances are essential if, during the difficult period of adjustment, the Organisation intends to assist its new staff members in Geneva to the extent that assistance was given in New York and London.

B.

6. The progressive steps of authorisation for payment of allowances to Geneva staff follow. First, Mr. Moderow had personnel and budget proposals for the temporary establishment of the Geneva Office prepared, which were submitted to Mr. Pelt in memoranda dated June 18th, June 19th and July 1st, 1946. These proposals included detailed salary rates and per diem allowances to be paid to the personnel of the Geneva Office.

7. Second, in preparation for Mr. Hutson's visit to Geneva in July, Mr. Elkin prepared a survey of the Geneva personnel problems, dated July 25th. Paragraphs 14 and 15 of this summary proposed the payment of travel allowances, under SGB/7, (a) to all members of the Director's Office and (b) to officials either on mission or temporarily seconded to Geneva, with these payments being superseded by a scheme of installation allowances "such as that laid down for Headquarters staff in SGB/31" affecting "all officials likely to remain in Geneva on a permanent basis".

8. Third, in his memorandum to Mr. Moderow dated July 27th, 1946, Mr. Hutson stated, "I approve the policy you pursue with regard to the personnel of your office and in particular the proposals which you submitted to Headquarters in your memoranda of June 18th, June 19th and July 1st, 1946". With regard to paragraph 15 of Mr. Elkin's memorandum Mr. Hutson stated, "I agree that the scheme of appropriate installation allowances should be adopted".

9. Having received Mr. Hutson's approval to continue paying travel per diems until such time as an appropriate scheme of installation allowances could be put into operation, the question was thoroughly studied by the Administration of the Geneva Office. It was felt that installation allowances

as such could only be applied if there was reasonable assurance (1) that there would be a Geneva Office of the United Nations and (2) that the persons presently employed in Geneva would be retained in the permanent establishment. As a result none of the persons receiving travel per diems could make definite plans for establishing themselves in Geneva, such as signing leases or purchasing furniture. For a reasonable assurance concerning the future of the Geneva Office was in fact not felt until the Secretary-General reached a tentative agreement with the representatives of the Swiss Government during October. Upon this agreement being reached Mr. Moderow considered it appropriate to announce on October 31st 1946, in IC/Geneva/26, the payment of provisional installation allowances for the Geneva staff. A copy of this circular was attached to a memorandum from Mr. Moderow to Mr. Hutson, dated November 2nd 1946, which summarised the circumstances under which the circular was issued.

10. Before I discuss in detail the operation and effect of Circular IC/Geneva/26 and identify the persons concerned who are in receipt of allowances, I should like to emphasise that the Circular makes it abundantly clear that the Rules which it introduces are of a provisional nature and subject to alterations on instructions from Headquarters.

11. Category "A" of IC/Geneva/26 concerns new arrivals from London etc., now being transferred or recruited to the Geneva Office. These include Mr. Field, Mr. Banwell and presumably Mr. Bernadas. Following the principles and definitions of SGB/31 they receive travel per diems under Rule 21 of SGB/7 for 30 days after the date of actual entry on duty, after which they will receive either \$5 or \$7 per day as determined by their dependancy status. The payment of the latter amounts shall cease on March 15th, 1947, or prior to that date if new rules affecting installation allowances are issued. It is our intention that Geneva shall fall in line with any new Headquarters scheme for installation allowances as soon as details thereof become known.

12. Category "B" involves only two persons, Miss Watney and Miss Lotysz, both transferred from London at the time the Geneva Office was first established. These two officials, with Mr. Hutson's approval, received travel per diems right from the

beginning. Therefore it was decided by us, and approved in principle by both Mr. Busfield and Mr. Poudrier from Headquarters, that no attempt should be made to obtain refunds for the difference between installation allowances and the travel per diems that they had been receiving. As from November 9th, however, these payments have been reduced to \$5 per day. They also, according to IC/Geneva/26, shall cease on or before March 15th 1947.

13. One other person, Miss Reepmaker d'Orville, would have been classified under Category "B" had she stayed with the Geneva Office. She received travel per diems in Geneva dating from about April 1st, 1946, and was considered to be on loan from the London Office inasmuch as her salary was still subject to the 25% London differential. In December she returned to the London Office by her own choice in order to be married. For this reason she was not considered eligible for installation allowances.

14. Category "C" provides for four persons taken over from the League of Nations, none of whom had established permanent residence in Geneva prior to the transfer on August 1st. Mrs. van Ittersum had just transferred back to Geneva from the League of Nations office in Princeton, New Jersey. Miss Jackson and Miss Taylor were engaged by the League of Nations for their last General Assembly in April and retained on a purely temporary basis to assist in the winding-up of the League's affairs. Mme Maltzeff was also engaged by the League of Nations on a purely temporary basis in June 1946. Those four officials were deemed eligible to receive installation allowances retro-active to their date of transfer, but not to the travel per diems paid to those under Category "B", although in many ways their position was equivalent. These payments will also cease on or before March 15th, 1947.

15. Miss Nash and myself to the present date have been regarded as seconded from Headquarters to the Geneva Office. For this reason we have been receiving travel per diems under Rule 21 of SGB/7 having been considered in travel status and therefore not eligible for installation allowances. However; these per diems have been borne by the Geneva Office rather than Headquarters and have been charged for allotment purposes to the "Establishment of the Geneva Office".

16. Mr. Elkin and Mr. Evans are also receiving allowances of \$10 per day. Mr. Elkin received a New York contract dating from March 31st, 1946, as Legal Advisor No. 6 at \$ 6,020 per annum. (Under SGB/9 Legal Affairs No. 6, Step 1, is quoted at \$ 5,900; Step 2 at \$ 6,250). His salary was considered by Mr. Pelt and Mr. Moderow as subject to a revision. Mr. Elkin was told by Mr. Pelt in April that he should receive an allowance while working with Mr. Moderow in Geneva, of \$ 15 per day. On June 3rd Mr. Pelt telegraphed to Mr. Moderow, in UNON 9, "Under new regulations per diems officials Elkin's grade now \$ 12.50 no longer \$ 15 as heretofore". Inasmuch as neither the salary scale nor the amount of the per diem quoted could be found in the SGB's, Mr. Elkin decided to draw the sum of \$ 10 per day, until the position had been clarified, retaining the possibility of a retroactive adjustment for the balance. In view of the extremely uncertain nature of this allowance it has been considered by us as more of a temporary adjustment of salary than as either a travel or installation allowance. Therefore, since the situation has not yet been clarified, Mr. Elkin has continued to receive \$ 10 per day up to the present date. He has not been considered eligible for installation allowances inasmuch as he has received no permanent contract and has neither received nor agreed to a permanent assignment to the Geneva Office.

17. Mr. Evans to my knowledge still has no contract with the United Nations. On Mr. Pelt's suggestion, Mr. Evans was offered the post of Assistant Director, Transfer of Functions, for which he would receive the same salary and per diems as were received by Mr. Elkin. In his memorandum Mr. Hutson commented to Mr. Moderow that "I am agreeable that Mr. Evans shall continue to receive the salary and allowances suggested by your telegram of June 13th, 1946 to Headquarters, until the final decision is made as to the post he is likely to occupy in your Office. I will see to it that he received a contract in writing as soon as possible". On the basis of this authorisation Mr. Evans has also received an allowance of \$ 10 per day.

18. It is expected that installation allowances will be applied under Category "B" when, and if, Mr. Elkin and Mr. Evans sign permanent contracts for posts in the Geneva Office.

19. It is hoped by us that a new and more permanent scheme of installation allowances can be placed into operation before the March 15th deadline. For this reason we should appreciate any information which you may have about the form, content or text of the new SGB.

20. In answer to the question raised in Allotment letter No. 160 I wish to state that all expenses charged under the heading of the Establishment of Headquarters not only for the second quarter but also for the third and fourth quarters apply to the Geneva Office only. They include the cost of transportation, subsistence and miscellaneous travel expenses during the transfer of staff to Geneva and the installation allowances or per diems received after arrival.

21. I trust that the foregoing will give you the necessary information to assess the need for Geneva installation allowances and the necessary expedients which have been adopted by the Geneva Administration.

S.B. Shields

S.B. SHIELDS
Acting Finance Officer
Geneva Office

26 December 1946.

MEMORANDUM

18 December 1946

TO: Miss M. Smieton, Director of Personnel

FROM: H. C. Andersen, Director of Bureau of Administrative
Management and Budget

In accordance with the arrangements arrived at at the last staff meeting in Mr. Hutson's office, I am forwarding to you the file from Mr. Wertheimer's office relating to the question of Installation Allowances at the Geneva Office.

I understand that your office will prepare the necessary memorandum based on the decisions taken in staff meeting and having regard to such matters as differentials to be applied.

I assume that we will have the opportunity of review of this memorandum before it is despatched for inauguration at the Geneva Office.

UNITED NATIONS

NATIONS UNIES

INTEROFFICE MEMORANDUM

NAME IND

SUBJ. INFO

To: Mr. A. Pelt,
Assistant Secretary-General for Conferences
and General Services, United Nations, Lake Success.
For the attention of Mr. Wertheimer.

From : Mr. W. Moderow,
Director representing the Secretary-General of
the United Nations in Geneva.

Our Ref :

Your Ref :

Date :

November 2nd 1946.

Subject: Geneva Information Circular No. 26:
Provisional Installation Allowances for
Geneva Staff.

I attach herewith five copies of Information Circular of the Geneva Office No. 26 on the "Provisional Installation Allowances for Geneva Staff" as well as my Memorandum to Mr. Hutson on the subject. I should be grateful if you would transmit the Memorandum - a copy of which is enclosed for your convenience - and a copy of the Circular to Mr. Hutson.

U. Hodens

November 2nd 1946.



UNITED NATIONS

NATIONS UNIES

copy in: 203-8-5.

INTEROFFICE MEMORANDUM

WAT
302-102-9
REF. NO. 302-100-512
NAME IND. *WAT*
SUBJ. IND. *WAT*
NOV 8 1946

To : Mr. J.B. Hutson,
Assistant Secretary-General for Administrative
and Financial Services, United Nations, Lake Success.
For the attention of Mr. Wertheimer.

From : Mr. W. Moderow,
Director representing the Secretary-General of the
United Nations in Geneva.

Our Ref :

Your Ref :

Date :

November 2nd 1946.

Subject: Installation Allowances for Geneva Staff.

1. I attach a copy of Information Circular of the Geneva Office No. 26 on "Provisional Installation Allowances for Geneva Staff", containing rules on the provisional installation allowances for the members of the staff of my Office, which have come into effect on October 26th 1946. I should like to explain the circumstances underlying this Circular.
2. I felt for some time past that installation allowances should be introduced, in consultation with you, at the earliest possible moment for members of my staff not resident, or temporarily resident, in Geneva. In view of the existing uncertainty as to the future of this Office until recently, particularly in connection with the negotiations between the Secretary-General and the Swiss Government, I was unable to do so, and, technically am still unable to do so until the relevant resolution is adopted by the General Assembly.
3. Until recently the number of staff members who were likely to be affected by the installation allowances was small - about six among one hundred and seventy staff members. The position has now changed in view of the imminent arrival from abroad of new staff members appointed to vacant posts in this office, mainly in the Library and the Documents Service. In the course of the negotiations about their appointment these staff members were naturally anxious to know what their allowances would be. They were told that the final allowances would be decided upon in consultation with you and that in accordance with the principles underlying SGB/31 they would be entitled to a per diem subsistence allowance under Rule 21 of SGB/7 for a period of 30 days. This seemed to be an opportune moment to introduce provisionally installation allowances for all the staff members eligible for such.

/.....

4. From Rule I (2) you will observe three categories of staff members shall be eligible for provisional installation allowance. The first group (Category A) are those whom I just mentioned, i.e., new-comers to vacant posts in Geneva. The second (Category B) is a group comprising two or three members of my staff who were originally transferred to the Geneva Office from London and those who may be transferred from other offices, first on a temporary basis and then passing into a permanent status. Lastly, there were a few cases (three or four) of members of the League staff whom I took over, who had come to Geneva on a short term assignment and had not established a residence here by the time they were taken over by the United Nations (Category C).

5. You will observe that I have made it abundantly clear that the measure I introduced and the rules which I have determined are of a provisional nature (see Rule I (2), Rule II (2) and (6)). For the rest, I have endeavoured to follow as closely as possible SGB/31. As soon as the plans for the final establishment of the Geneva Office begin to take shape a new and more final arrangement will have to be considered, and particularly the questions, how long the period of payment of installation allowances should be extended to, what their final rates should be, and what installation grants should be payable. These questions are of course in some connection affected by the cost of living in Geneva. A study on the subject will reach you shortly.

W. Hodenroth

November 2nd 1946.

IN REPLY REFER TO

302-102-9

cc. in 302-100-2

Secretariat
Geneva Office
IC/Geneva/26.
31 October, 1946.

1 copy per office

INFORMATION CIRCULAR OF THE GENEVA OFFICE No. 26.

To : Members of the Staff of the Geneva Office.
Subject: Provisional Installation Allowances for Geneva Staff

The payment of provisional installation allowances is introduced for certain categories of members of the staff of the United Nations Geneva Office. Rules which define the eligibility to, and rates and duration of, these allowances as well as their administration are published below. As soon as the final establishment of the Office is determined, new rules governing installation allowances and installation grants will be issued after consultation with Headquarters.

The Director representing the Secretary-General of the United Nations in Geneva.

Rules on Provisional Installation Allowances for Members of the Staff of the Geneva Office.

Rule I. Purpose and Eligibility

(1) The purpose of the provisional installation allowances is to compensate members of the Geneva Staff for any additional costs incurred after entry on duty, caused by the fact that at the time of entry on duty they were not resident or were only temporarily resident in Geneva; and/or to cover subsequent adjustment and installation expenses in establishing a home in Geneva.

(2) The following categories of staff members of the Geneva Office shall be eligible to receive provisional installation allowances as a temporary measure:

Category A. Staff members whose residence immediately prior to their entry on duty was other than Geneva.

Category B. Staff members transferred to the Geneva Office from other United Nations offices with a view to remaining there for an indeterminate period or on decision that they shall remain there for an indeterminate period.

Category C. Staff members appointed to a post in the Geneva Office with a view to remaining there

for an indeterminate period, who though they were in Geneva at the time of taking up their duties, can provide adequate proof that their residence in Geneva was at that time in fact of a temporary nature.

(3) A staff member's residence at the time of entry on duty shall be considered to be the locality where he/she is living and maintaining his/her home. The latter may or may not be the legal domicile of the staff member.

Rule II. Rates, Duration, and Effect.

(1) A staff member eligible for an installation allowance within Category A or B who has taken up, or shall take up, duties in Geneva on/after October 26th, 1946, shall receive per diem allowances under Rule 21 of the Provisional Travel and Subsistence Rules (SGB/7) for a period of 30 days immediately following his/her entry on duty.

(2) Installation allowances to eligible staff members - in the case of categories A and B upon the expiration of the 30 days' period indicated in paragraph (1) - shall be paid at the following provisional rates:

(a) \$5 per day to a staff member without dependents;

(b) \$7 per day to a staff member with dependents.

(3) The expression "a staff member without dependents" and "a staff member with dependents" shall be construed in accordance with Rule 4 (f) and (g) of SGB/31 of June 28th, 1946 (see Annex).

(4) As from November 9th, 1946, staff members who come within Category B and who have been paid or shall be paid per diem allowances under Rule 21 of the Provisional Travel and Subsistence Rules (SGB/7) for a period of 30 days shall be paid an installation allowance upon the expiration of that period.

(5) Staff members who come within Category C shall be paid installation allowances as from the date of their entry on duty.

(6) Installation allowances at the rates determined in paragraph (2) shall be payable until March 15th, 1947; until decisions of the General Assembly render a revision of this Rule necessary; or until new Rules are issued after consultation with United Nations Headquarters, whichever is the shorter period.

Rule III. Administration

(1) Staff members who consider themselves as eligible for allowances under these Rules shall apply and submit proof of entitlement to the Personnel Officer.

(2) A staff member who receives payments under these Rules must report to the Personnel Officer any change in his/her status which might affect the application of these Rules.

(3) The Director representing the Secretary-General in Geneva shall decide as to whether:

- (a) a staff member was transferred, or appointed, to a post in the United Nations Geneva Office with a view to remaining in that Office for an indeterminate period;
- (b) while a staff member was on duty in the United Nations Geneva Office, it was decided that he/she should remain in that Office for an indeterminate period; and, if so, when this decision becomes operative;
- (c) a staff member was resident, not resident, or temporarily resident in Geneva at the time when he/she took up his/her duties in the United Nations Geneva Office;
- (d) a staff member is "without dependents" or "with dependents", within the meaning of Rule II, paragraph 2, of these Rules.
- (e) a change in the status of a staff member who receives payments under these Rules affects their application with regard to him/her.

(4) Weekly payment of installation allowances shall be made by the Finance Officer upon determination of the staff member's eligibility by the Director representing the Secretary-General in Geneva, as advised by the Personnel Officer. The Finance Officer shall also pay allowances due under these Rules retrospectively to staff members upon determination by the Director representing the Secretary-General in Geneva, as advised by the Personnel Officer.

Rule IV. Travel or Leave Status

(1) When a staff member, entitled to an installation allowance, is away from the United Nations Geneva Office on official business and is in travel status for a period of three consecutive work days (exclusive of intervening non-work days) or less, his installation allowance, as authorised under these Rules, shall continue, in addition to any per diem travel allowance received by the staff member by reason of his/her official travel.

(2) When a staff member is away from the United Nations Geneva Office on official business and is in travel status for a period of more than three consecutive work days (exclusive of intervening non-work days) his/her daily

allowance, as authorised under these Rules, shall be reduced to two dollars (\$2) per day (if otherwise eligible) during period of absence from the United Nations Geneva Office (including designated non-work days falling wholly within period of travel) and shall be additional to any per diem travel allowance received by the staff member by reason of his/her official travel.

(3) The Rules set forth in paragraphs (1) and (2) above shall apply also when the staff member takes approved leave.

(4) Installation allowances shall continue when the staff member is absent from duty at the United Nations Geneva Office because of temporary illness.

(5) Installation allowances shall cease at the time when the staff member departs from the United Nations Geneva Office area on extended sick, or extended unpaid leave.

Rule V. Authority of Geneva Director.

Entitlement conditions and provisional rates authorised under these Rules may be modified at the discretion of the Director representing the Secretary-General in Geneva in exceptional circumstances.

(Signed) W. MODEROW

representing the Secretary-General
of the United Nations in Geneva.

(g) a staff member without dependents is defined as follows:

- (i) an unmarried person not coming under (f) above;
- (ii) a married man whose wife and/or children are not dependent upon him for main support;
- (iii) a widowed or divorced woman without full dependents;
- (iv) a married woman whose husband is not dependent upon her for his support; and
- (v) a married person whose wife or husband is also employed by United Nations.

1 copy per office

Secretariat
Geneva Office
IC/Geneva/26.
31 October, 1946.

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for an indeterminate period, who though they were in Geneva at the time of taking up their duties, can provide adequate proof that their residence in Geneva was at that time in fact of a temporary nature.

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- (d) a staff member is "without dependents" or "with dependents", within the meaning of Rule II, paragraph 2, of these Rules.
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(Signed) W. MODEROW

Director
representing the Secretary-General
of the United Nations in Geneva.

ANNEX

SECRETARY-GENERAL'S BULLETIN No. 31 of 28 June 1946.

ARRANGEMENTS FOR INSTALLATION OF MEMBERS OF THE STAFF AT
THE INTERIM SITE OF THE ORGANIZATION.

4. For purposes of this bulletin the following definitions shall apply:

.....

(f) a staff member with dependents is defined as follows:

- (i) a married man with wife and/or children who are dependent upon him for maintenance;
- (ii) a married woman whose husband is dependent upon her for full and continuing support;
- (iii) a widow with children dependent upon her for main support;
- (iv) a divorced woman or a woman separated from her husband with children dependent upon her for main support; and
- (v) a single person who has in his (or her) family one or more persons dependent upon him (or her) for full support.

(g) a staff member without dependents is defined as follows:

- (i) an unmarried person not coming under (f) above;
- (ii) a married man whose wife and/or children are not dependent upon him for main support;
- (iii) a widowed or divorced woman without full dependents;
- (iv) a married woman whose husband is not dependent upon her for his support; and
- (v) a married person whose wife or husband is also employed by United Nations.