UNCIO- Working Papers- organization of conference.

25 April 1945
15 June 1945

clear-NK
5/05

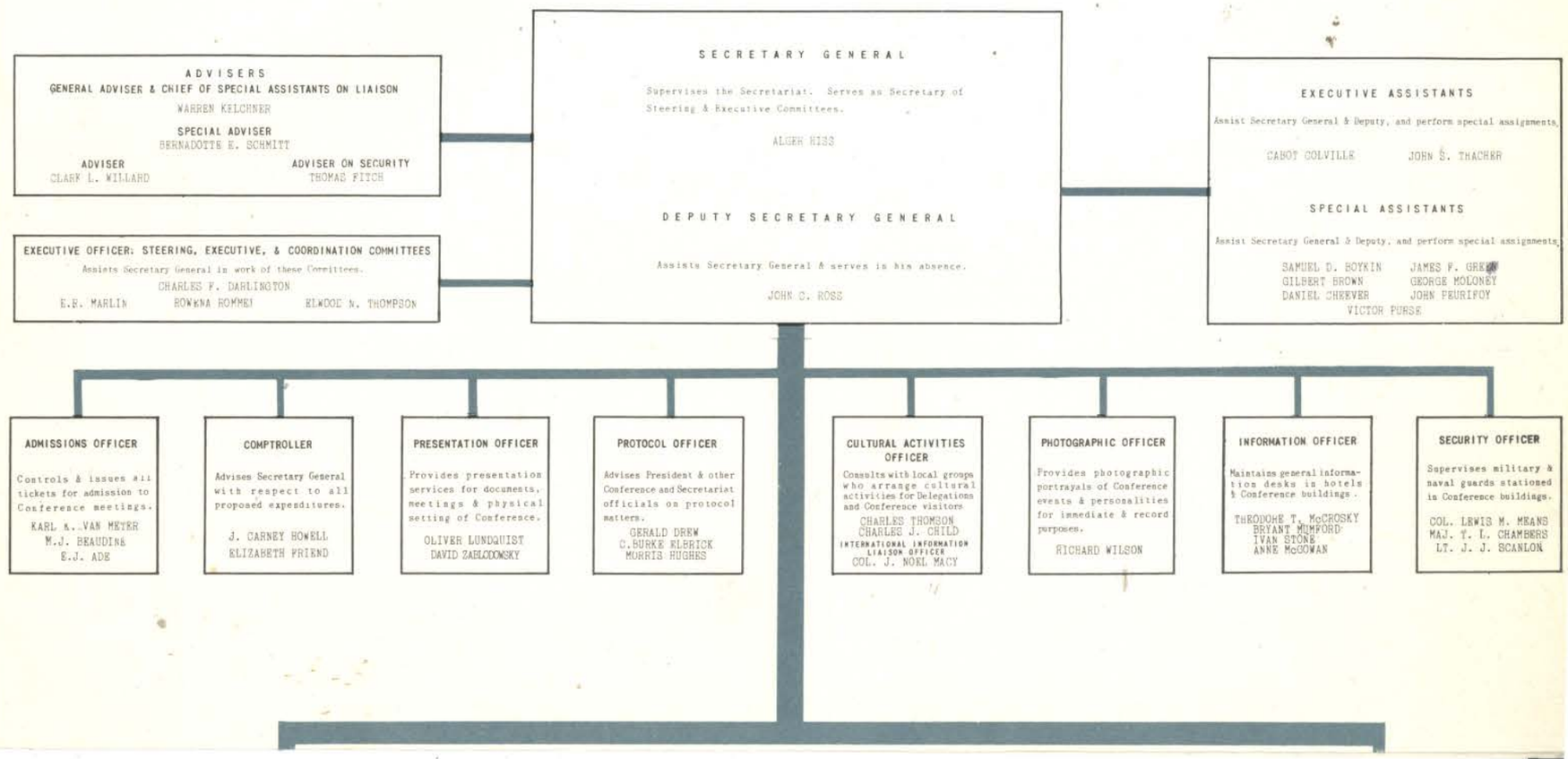
S-1006
Box-1
File-3

(RAG5/2.2.1)

The United Nations Conference on International Organization

Doc. 578 (ENGLISH)
G/68
May 26, 1945

ORGANIZATION, FUNCTIONS, AND PERSONNEL OF SECRETARIAT



EXECUTIVE SECRETARY
Directs Secretariat's technical and documentary staff; advises Delegations on technical work of Conference
C. EASTON ROTHWELL

ASSISTANT EXECUTIVE SECRETARIES
Assist in direction of technical staff.
ROBERT B. STEWART — JOHN C. DREIER

EXECUTIVE ASSISTANTS
OLCOTT H. DEMING — JOHN A. SUTRO
GEORGE HASELTON

ADVISER
MARTIN HILL

SPECIAL ASSISTANT
ROBERT McCLINTOCK
MARGARET BALL

DEPUTY EXECUTIVE SECRETARY
Assists Executive Secretary; directs documentary services
CARTER L. BURGESS

ASSISTANTS
EDNA FLUEGEL
WILLIAM GRAHAM — GEORGE W. VAUGHAN

DOCUMENTS CONTROL
FRANK L. KIDNER
JAMES T. HAMILTON — JOHN GANGE
GEORGE LAYMAN

COMMISSION I (GENERAL PROVISIONS) *
EXECUTIVE OFFICER: MALCOLM DAVIS
Assistant: Clarence Berdahl
Associates: Guy Daufresne de la Chevalerie, Bernard de Menthon

COMMITTEE 1 (PREAMBLE, PURPOSES, & PRINCIPLES) ▲
SECRETARY: ROBERT McCLINTOCK
Associate: W. Horsfall Carter
Assistants: William H. Armstrong, Sherley Ashton, Ursula Duffus

COMMITTEE 2 (MEMBERSHIP, AMENDMENT & SECRETARIAT) ▲
SECRETARY: ELIZABETH ARMSTRONG
Assistants: Sherleigh Fowler, Julian Friedman, John Masland

COMMISSION II (GENERAL ASSEMBLY) *
EXECUTIVE OFFICER: HUNTINGTON GILCHRIST
Assistant: Frank L. Kidner
Associates: Claude Bouchinet-Serreulles, Wou Saofong

COMMITTEE 1 (STRUCTURE AND PROCEDURES) ▲
SECRETARY: WILLIAM A. BROWN, JR.
Assistants: Marion D. Batties, Robert T. Huang, Thomas F. Power, Victoria Shuck

COMMITTEE 2 (POLITICAL & SECURITY FUNCTIONS) ▲
SECRETARY: EUGENE STALEY
Associate: Heather J. Harvey
Assistants: Bernard Meltzer, William L. Tayler

COMMITTEE 3 (ECONOMIC & SOCIAL COOPERATION) ▲
SECRETARY: MAX GIDERONSE
Associate: Jules Dekock
Assistants: Warren Hunsberger, Francis Linville, Robert Schwenger, Arthur Smithies

COMMITTEE 4 (TRUSTEESHIP SYSTEM) ▲
SECRETARY: EUGENE P. CHASE
Associate: Harold Beeley
Assistants: Ruth Bacon, A. Vandenbosch, William Yale

COMMISSION III (SECURITY COUNCIL) *
EXECUTIVE OFFICER: GRAYSON KIRK
Assistant: Lawrence Chamberlain

COMMITTEE 1 (STRUCTURE & PROCEDURES) ▲
SECRETARY: PAUL G. PENNOYER
Associate: Y. C. Yang
Assistants: Howard Johnson, Dwight Lee

COMMITTEE 2 (PEACEFUL SETTLEMENT) ▲
SECRETARY: LELAND GOODRICH
Assistants: Jane Carey, Ruth Hughes, Pauline Preuss, Bryce Wood

COMMITTEE 3 (ENFORCEMENT ARRANGEMENTS) ▲
SECRETARY: WILLIAM T. R. FOX
Associate: Christian de Margerie
Assistants: Ward Allen, Hugh Farley, Claiborne Pell

COMMITTEE 4 (REGIONAL ARRANGMENTS) ▲
SECRETARY: ALLAN DAWSON
Associates: Jean de la Grandville, Jacques Smets, W. M. Jordan
Assistants: Virginia C. Little, David N. Rowe

COMMISSION IV (JUDICIAL ORGANIZATION) *
EXECUTIVE OFFICER: NORMAN J. PADELFORD
Assistant: Joseph Sweeney
Associate: Robert Harrigines

COMMITTEE 1 (INTERNATIONAL COURT OF JUSTICE) ▲
SECRETARY: JOHN W. HALDERMAN
Assistants: John Maktos, Philip Neal, Allan Trumbull

COMMITTEE 2 (LEGAL PROBLEMS) ▲
SECRETARY: EDWIN D. DICKINSON
Assistants: Dana Backus, Llewellyn Pfankuchen, James McDonnell

DOCUMENTS OFFICER
Supervises processing of all official Conference documents.
WALDO CHAMBERLIN
MAUREEN MULLINER
WILLIAM BRUCE

CONFERENCE EDITOR
Edits all Conference documents, including Journal and Record.
VIRGINIA ANGEL
FRANCES ARMBRUSTER

PRODUCTION MANAGER
Supervises staff which records proceedings & types, duplicates and assembles documents.
DANIEL DeWALT

STENOGRAPHIC	DUPLICATION
RALPH ROWLAND	DANIEL DeWALT

INDEX & REFERENCE OFFICER
Maintains current index of all Conference documents & provides reference service.
M. CARMEL SULLIVAN

ARCHIVIST
Maintains complete official file of Conference, including original copies of all official documents & correspondence.
RUTH WAILES

DOCUMENT DISTRIBUTION & FILE OFFICER
Provides distribution of Conference documents to authorized officials.
WILLIAM BRUCE

TRANSLATING AND INTERPRETING BUREAU
Provides interpreters & translators necessary to conduct meetings & prepare documents for Conference use.
G. SURU---- DIRECTOR
ANDRE SIMONPIETRI

CONFERENCE REPORTERS
Provide verbatim Reports of all Conference meetings as required.
ROBERT FORTINI
EUGENE MOORE

TECHNICAL ADVISER ON TREATIES
Assists Secretariat staff on technical matters of treaty precedents & interpretation.
WILLIAM V. WHITTINGTON

ADVISER ON GEOGRAPHY
Supervises map drafting; provides reference service for map interpretation.
OTTO E. GUTHE

LIBRARIAN
Arranges for & provides library facilities.
VERNER W. CLAPP
LEWIS HANKEY

ADMINISTRATIVE SECR
Direct Secretariat's administrative serv space, equipment, transportation, commun
WILLIAM D. WRIGHT

DEPUTIES
Assist Administrative Secretary and s absence, to provide 24 hour service.
JOHN RUSSELL
MILLARD KENESTRICK
MERLE K. WOOD
O.H. TRANSTRUM

PERSONNEL OFFICER
Provides personnel required to perform services of Secretariat.
ROBERT E. WARD, JR.
JAMES S. REGAN

HOTEL SPACE OFFICER
Allocates hotel space by delegations.
HARRY TROUPE

PROCUREMENT AND SUPPLY OFFICER
Issues all Conference supplies & equipment.
O.H. TRANSTRUM
R.M.F. WILLIAMS

TRANSPORTATION OFFICER
Supervises all travel services, including air priorities, train accomodations, etc.
DONALD WATSON
KEITH MILLER

COMMUNICATIONS OFFICER
Arranges for telephone, telegraph, cable & wireless communication.
WINFIELD A. COFFIN

ORDER OF THE DAY OFFICER
Compiles official Order of the Day containing schedules of meetings; prepares physical arrangements for meetings.
WILLIAM KANE

* Assists officers of Commission in preparing for meetings; drafts documents; records proceedings; maintains liaison with other Executive Officers and with Secretaries.

▲ Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.

Doc 25
Dc/1 (a)

RESTRICTED
April 23, 1945

UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

The attached memorandum on the Proposed Organization of the Conference Secretariat is submitted on an informal basis by the Temporary Secretariat of the Conference for the information of the Secretaries General of the Delegations and the members of the Temporary Secretariat.

April 23, 1945

THE UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

PROPOSED ORGANIZATION OF THE CONFERENCE SECRETARIAT

The United States Government, as host to the Conference, has assumed the responsibility for organizing the Secretariat which will perform the usual technical, documentary, and service functions. The personnel of the Secretariat will be provided by the United States Government, together with such staff as may be made available by other participating Governments.

The Secretariat is organized and will function as described below. The appointments shown on the attached chart are temporary.

I THE SECRETARY GENERAL AND HIS OFFICE

1. The Secretary General will supervise the Conference Secretariat, receive formal proposals for submission to the Conference, and serve as Secretary of the Steering and Executive Committees.

2. The Deputy Secretary General will perform jointly with the Secretary General the functions of that office, act in the Secretary General's place during his absence, and serve as Assistant Secretary of the Steering and Executive Committees.

3. The Advisers, Special Assistants, Executive Assistants and Assistants will advise the Secretary General and Deputy Secretary General and aid them in organizing and facilitating the work of the Secretariat and will perform such special duties as the Secretary General and Deputy Secretary General may assign.
The General Adviser will supervise the Special Assistants engaged in liaison work with the delegations.

4. The Executive Officer of the Steering, Executive and Coordination Committees will assist the Secretary General in the work of these Committees, including making preparations for meetings, drafting Committee documents as directed, recording the proceedings of

meetings including votes taken, supervising the preparation of the official minutes of these Committees, and maintaining liaison with the Executive Officers and Secretaries of the Commissions and Technical Committees.

5. The Protocol Officer will advise the President and other Conference officers, Delegations and their staffs, the Secretary General, and other Secretariat officials, on matters of protocol.

6. The Cultural Activities Officer will consult with local groups responsible for arranging educational, musical, dramatic, artistic and other cultural activities of interest to the delegations and other Conference visitors.

7. The Presentation Officer will assist the Secretariat staff in effective documentation through visual diagrams and charts to accompany official documentation, etc.; plan effective presentation techniques for conveying information about Conference activities to Delegations and their staffs, and to the public, for official and historical recording purposes; and make microfilms of all Conference documents. Media used will include chart lectures, brochures, films, microfilm, diagrams and charts, decorations, sound recordings, lighting arrangements, special exhibits, etc.

8. The Photographic Officer will be responsible for obtaining a photographic record of the Conference, and will furnish the Presentation Officer with technical assistance in planning and installing lighting and sound equipment; he will also supervise the dark room and furnish photographic supplies.

9. The Comptroller will advise the Secretary General with respect to all proposed expenditures.

10. The Information Officer will maintain general information desks in hotels and Conference buildings to answer questions concerning the organization and general procedure of the Conference, and names and location of persons attending; he will also be responsible for handling unofficial Conference mail such as letters of inquiry.

11. The Admissions Officer will control and issue all tickets for admission to Conference meetings.

12. The Security Officer will supervise military and naval guards stationed in Conference buildings.

II. THE EXECUTIVE SECRETARY AND HIS OFFICE

1. The Executive Secretary will generally assist the Secretary General in the technical work of the Secretariat; coordinate the work of Executive Officers and Secretaries of Commissions, Technical Committees and Drafting Sub-Committees; supervise the Secretariat's documentary and technical advisory services; direct the preparation of reports and minutes of the Commissions and Technical Committees; and advise with the Delegations on questions pertaining to the technical work of the Conference.

2. The Deputy Executive Secretary will assist the Executive Secretary, giving his principal attention to documentary services, which include editing, translating and interpreting, stenographic, reporting, duplicating, indexing and reference service, keeping the archives, providing for files and distribution of documents.

3. The Assistant Executive Secretary will assist the Executive Secretary, giving his principal attention to the work of Executive Officers and Secretaries of the Commissions, Technical Committees, and Drafting Sub-Committees.

4. The Advisers and Special Assistants to the Executive Secretary will perform such duties as he may assign.

5. The Technical Adviser on Treaties will assist the Executive Secretary, Executive Officers and Secretaries of the Commissions, Technical Committees and Sub-Committees on technical matters of treaty precedent, interpretation, and drafting.

6. The Adviser on Geography will give technical assistance in providing published maps and geographical charts for Conference use; in designing and drafting maps and geographical charts; in advising on geographical questions pertaining to the delineation of areas, and providing comparative factual information on specific areas as required in the work of the Commissions, Technical Committees and Drafting Sub-Committees.

7. The Librarian will arrange for adequate library facilities to service the Delegations and the Secretariat; select and assemble reference volumes, maps, statistical data and other background material for

official use; arrange with local libraries for loan of books and other reference services.

8. The Documents Officer will supervise, under the direction of the Deputy Executive Secretary, the processing of all official documents for use in Conference, Commission, Committee and Sub-Committee meetings or for general information of the Conference and Secretariat. He will direct the Secretariat staff units concerned in the several processes of editing, translating recording, typing and duplicating documents, indexing, filing and distributing for Conference use, determine priority of processing when necessary; maintain documents numbering system, and supervise precautions taken by the processing sections against unauthorized disclosure of Conference records.

a. The Conference Editor will edit for form, style and general appearance all Conference documents prior to their duplication and use; compile, edit, correct proof, and handle the printing of the official daily Journal of the Conference, containing the "Order of the Day", summaries of verbatim minutes of Plenary Sessions and Commission meetings, and announcements, etc.; compile, edit and correct proof of the official daily Record, a collection of the summaries of Committee and Subcommittee meetings, and other documents emanating from the meetings; edit and handle the printing of lists of Delegations; proofread the Final Act of the Conference.

b. The Language Officer will assist in providing interpreters and translators for the Delegations and their staffs and officials of the Secretariat to facilitate the conduct of meetings of the Conference, Commissions, Committees and Subcommittees; translate Conference documents as required in the languages prescribed in the Rules of Procedure; translate the Final Act of the Conference into the languages determined by the Conference.

c. The Reporting, Stenographic and Duplicating Officer will maintain the pool of stenographic reporters to record the proceedings and minutes of all meetings of the Conference, Commissions, Committees and Subcommittees; supervise staff for typing, duplicating, and assembling Conference documents; provide secretarial assistance for the Conference and the Secretariat.

d. The Index and Reference Officer will maintain a complete and current (daily) index of all Conference documents, including a topical heading and brief identifying analysis of subject matter covered; provide a reference service on all Conference documentation for members of Delegations and for the Secretariat.

e. The Archivist will maintain a complete record of the Conference; collect the original copies of all Conference documents, including complete files of all Commission and Committee meetings, press releases, the Journal, the Record, etc.; maintain files of the official correspondence of the Conference and working materials of the Technical Secretaries.

f. The Documents Distribution and File Officer will provide distribution of Conference documents to authorized officials; maintain a basic reserve file of every document processed, a stencil file for additional reproduction as required, and a microfilm file.

9. The Executive Officers of Commissions will assist the Presidents, Rapporteurs and Assistant Secretaries General of Commissions in preparing for meetings; maintain necessary liaison with the other branches of the Secretariat; draft documents as directed by the Commission officers; advise such Officers on parliamentary and Conference procedure; record the proceedings of Commission meetings; inform the Order of the Day Officer of desired time and place of future meetings; assist in coordinating the work of the Secretaries of Technical Committees and Subcommittees of the Commissions; and serve as a channel through which the various technical services of the Secretariat are made fully available to the Commissions and their members.

10. The Secretaries of Technical Committees and Drafting Subcommittees will assist the Chairmen and Rapporteurs in preparing for and conducting meetings. The Secretaries will draft documents as directed by the Committees and Subcommittees; advise and assist delegates with respect to the introduction of documents; record proceedings; attendance and votes at meetings, and arrange for necessary interpreters; advise the Chairmen on Conference procedure; provide liaison with the documentary, technical advisory and presentation services of the Secretariat; ascertain

distribution requirements of documents and keep the Documents Officer informed; inform the Order of the Day Officer of desired time and place of future meetings; through the Executive Officers and the Executive Secretary, facilitate the coordination of the work of the Technical Committees and Drafting Subcommittees with other parts of the Conference; and serve as the channel through which the various technical services of the Secretariat are made fully available to the Technical Committees and Drafting Subcommittees and their members.

III. THE ADMINISTRATIVE SECRETARY AND HIS OFFICE

1. The Administration Secretary will direct the Secretariat's administrative services, such as providing hotel and Conference space, equipment, transportation, communications, and the courier and mail systems.

2. The Deputy Administrative Secretaries will assist the Administrative Secretary, and serve in his place as necessary to provide round-the-clock service.

3. The Executive Assistant will give general supervision to the work of the Hotel Space, Conference Registration, and Conference Space Officers.

4. The Special Assistants will perform such special duties as the Administrative Secretary may assign.

5. The Personnel Officer will provide personnel required to perform the services of the Secretariat; establish a counselling service for Secretariat personnel; assist in providing medical and health facilities for the Conference.

6. The Finance Officer will supervise all financial transactions, including the per diem and travel allowances of the Secretariat; approve expenditures charged to the Conference account; sign or countersign all vouchers; keep the financial records of the Conference and prepare a final financial report to the Secretary General for submission to the Secretary of State.

7. The Supply Officer will provide and issue all supplies and equipment for conducting the business of the Conference.

8. The Transportation Officer will supervise all travel services including air priorities, train accommodations, arrangements for special trains, etc., for travel to and from the Conference site.

9. The Communications Officer will arrange for telephone, telegraph, cable and wireless communication.

10. The Hotel Space Officer will allocate hotel space, by delegations.

11. The Conference Registration Officer will provide for Conference registration of all officially accredited persons.

12. The Conference Space Officer procures and allocates all space in Conference buildings.

13. The Local Transportation Officer will arrange for buses, limousines, staff cars, and jeeps for travel to or between hotels and Conference buildings, around the city and environs; operate local foot and motor messenger service for the convenience of Delegations and the Secretariat in conducting Conference business.

14. The Special Mail Officer will maintain the Conference mail room.

15. The Order of the Day Officer will, in collaboration with the Executive Secretary and his staff, compile the official "Order of the Day" which will appear in the Journal to inform the Conference and the Secretariat of the daily schedule and agenda of meetings of General and Technical Committees, Commissions, etc.; prepare daily listings of scheduled meetings for bulletin boards in Conference buildings and hotels where Delegates and the Secretariat are housed; and provide proper physical arrangements for all scheduled meetings in cooperation with the Space Officer, Presentation Officer, and Protocol Officer.

PROPOSED ORGANIZATION & FUNCTIONS OF SECRETARIAT*

The United Nations Conference on International Organization

ADVISERS
Advise Secretary General & Deputy
GENERAL ADVISER & CHIEF OF SPECIAL ASSISTANTS ON LIAISON WORK
Warren Kelchner
SPECIAL ADVISER
Bernadotte E. Schmitt
ADVISER ON ARRANGEMENTS
Robert A. Breen
ADVISER
Clarke L. Willard
ADVISER ON SECURITY
Thomas Fitch

EXECUTIVE OFFICER: STEERING, EXECUTIVE & COORDINATION COMMITTEES
Assists Secretary General in work of these Committees
Charles F. Darlington

SECRETARY GENERAL
Supervises the Secretariat. Serves as Secretary of Steering & Executive Committees.
Alger Hiss

DEPUTY SECRETARY GENERAL
Assists Secretary General & serves in his absence.
John C. Ross

SPECIAL ASSISTANTS
Assist Secretary General & Deputy, and perform special assignments.
Cabot Coville John S. Thacher
EXECUTIVE ASSISTANTS
Samuel D. Boykin, James F. Green, John Peurifoy, Rowena Rommel, Elwood N. Thompson
ASSISTANTS
Gilbert Brown, Daniel Cheever, Victor Purse

ADMISSIONS OFFICER
Controls & issues all tickets for admission to Conference meetings.
Karle K. Van Meter

COMPTROLLER
Advises Secretary General with respect to all proposed expenditures.
Carney Howell

PRESENTATION OFFICER
Provides presentation services for documents, meetings, & physical setting of Conference.
Oliver Lundquist

PROTOCOL OFFICER
Advises President & other Conference and Secretariat officials on protocol matters.
Gerald Drew

CULTURAL ACTIVITIES OFFICER
Consults with local groups who arrange cultural activities for Delegations & Conference visitors.
Charles Thomson

PHOTOGRAPHIC OFFICER
Provides photographic portrayals of Conference events & personalities for immediate & record purposes.
Richard Wilson

INFORMATION OFFICER
Maintains general information desks in hotels & Conference buildings.
Theodore T. McCrosky

SECURITY OFFICER
Supervises military & naval guards stationed in Conference buildings.
Lewis M. Means

EXECUTIVE SECRETARY
Directs Secretariat's technical and documentary staff; advises Delegations on technical work of Conference.
C. Easton Rothwell
DEPUTY
Assists Executive Secretary; directs documentary services.
Carter L. Burgess
ASSISTANT EXECUTIVE SECRETARY
Assists in direction of technical staff.
Robert B. Stewart
ADVISER
Martin Hill
SPECIAL ASSISTANTS
John Dreier
Robert McClintock
ASSISTANTS
Olcott Deming, Edna Fluegel, William Graham

ADMINISTRATIVE SECRETARY
Directs Secretariat's administrative services including space, equipment, transportation, communications, etc.
William D. Wright
DEPUTIES
Assist Administrative Secretary & serve in his absence, to provide 24 hour service.
Stephen F. Dorsey, John Russell
EXECUTIVE ASSISTANT
Gives general supervision to space allocation, hotel and conference registration.
Merle K. Wood
SPECIAL ASSISTANTS
Perform such special assignments as Administrative Secretary may direct.
Millard Kenestrick, Robert Read

TECHNICAL ADVISER ON TREATIES
Assists Secretariat staff on technical matters of treaty precedents & interpretation.
William V. Whittington

ADVISER ON GEOGRAPHY
Supervises map drafting; provides reference service for map interpretation.
Otto E. Guthe

DOCUMENTS OFFICER
Supervises processing of all official Conference documents.
Waldo Chamberlain

LIBRARIAN
Arranges for, & provides library facilities.
Verner W. Clapp

PERSONNEL OFFICER
Provides personnel required to perform services of Secretariat.
Robert E. Ward, Jr.

FINANCE OFFICER
Supervises all financial transactions; keeps financial records of Conference.
William Heneghan

SUPPLY OFFICER
Issues all conference supplies & equipment.
Bruce L. McDaniel

TRANSPORTATION OFFICER
Supervises all travel services, including air priorities, train accomodations, etc.
Donald Watson

COMMUNICATIONS OFFICER
Arranges for telephone, telegraph, cable & wireless communication.
Winfield A. Coffin

CONFERENCE EDITOR
Edits all Conference documents, including Journal and Record.
Virginie Angel

LANGUAGE OFFICER
Provides interpreters & translators necessary to conduct meetings & prepare documents for Conference use.
Guillermo Suro

REPORTING, STENO, & DUPLICATING SERVICE OFFICER
Supervises staff which records proceedings, & types, duplicates, assembles documents.
Thomas M. Peavy

INDEX & REFERENCE OFFICER
Maintains current index of all Conference documents & provides reference service.
M. Carmel Sullivan

ARCHIVIST
Maintains complete official file of Conference, including original copies of all official documents & correspondence.
Ruth Weiles

DOCUMENT DISTRIBUTION & FILE OFFICER
Provides distribution of Conference documents to authorized officials.
George Laymen

HOTEL SPACE OFFICER
Allocates hotel space by delegations.
James Gibson

CONFERENCE REGISTRATION OFFICER
Provides for Conference registration of all officially accredited persons.
John O. Bell

CONFERENCE SPACE OFFICER
Procures and allocates all space in Conference buildings.
Michael M. Harris

LOCAL TRANSPORTATION OFFICER
Provides motor transport for travel between hotels & Conference buildings; maintains local courier service.
Roy G. De Vecchio

SPECIAL MAIL OFFICER
Maintains Conference mail room.
Edward Thomas

ORDER OF THE DAY OFFICER
Compiles official Order of the Day containing schedules of meetings; prepares physical arrangements for meetings.
William Kane

EXECUTIVE OFFICER, COMMISSION I (GENERAL PROVISIONS)
Assists officers of Commission in preparing for meetings; drafts documents; records proceedings; maintains liaison with other Executive Officers and with Secretaries.
Malcolm Davis

- SECRETARY, COMMITTEE 1 (PREAMBLE, PURPOSES, & PRINCIPLES)
  Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
  Robert McClintock
- SECRETARY, COMMITTEE 2 (MEMBERSHIP, AMENDMENT, & SECRETARIAT)
  Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
  Elizabeth Armstrong

EXECUTIVE OFFICER, COMMISSION II (GENERAL ASSEMBLY)
Assists officers of Commission in preparing for meetings; drafts documents; records proceedings; maintains liaison with other Executive Officers and with Secretaries.
Huntington Gilchrist

- SECRETARY, COMMITTEE 1 (STRUCTURE AND PROCEDURES)
  Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
  William A. Brown, Jr.
- SECRETARY, COMMITTEE 2 (POLITICAL & SECURITY FUNCTIONS)
  Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
  Ervin R. Marlin
- SECRETARY, COMMITTEE 3 (ECONOMIC & SOCIAL COOPERATION)
  Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
  Max Gideonse

EXECUTIVE OFFICER, COMMISSION III (SECURITY COUNCIL)
Assists officers of Commission in preparing for meetings; drafts documents; records proceedings; maintains liaison with other Executive Officers and with Secretaries.
Grayson Kirk

- SECRETARY, COMMITTEE 1 (STRUCTURE & PROCEDURES)
  Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
  William T. R. Fox
- SECRETARY, COMMITTEE 2 (PEACEFUL SETTLEMENT)
  Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
  Leland Goodrich
- SECRETARY, COMMITTEE 3 (ENFORCEMENT ARRANGEMENTS)
  Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
  Paul Pennoyer

EXECUTIVE OFFICER, COMMISSION IV (JUDICIAL ORGANIZATION)
Assists officers of Commission in preparing for meetings; drafts documents; records proceedings; maintains liaison with other Executive Officers and with Secretaries.
Norman J. Padelford

- SECRETARY, COMMITTEE 1 (INTERNATIONAL COURT OF JUSTICE)
  Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
  John Halderman
- SECRETARY, COMMITTEE 2 (LEGAL PROBLEMS)
  Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
  Charles A. Timm

April 25, 1945

UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

TO THE SECRETARIES GENERAL OF ALL DELEGATIONS:

The attached page 3 (revised) should be substituted for page 3 of the papers of April 23, 1945, which have been submitted on a tentative and informal basis by the Temporary Secretariat. These papers relate to the organization and procedure of the Conference.

ENT/eck

2159
(45)

5. Nomination of an Executive Committee.

6. Nomination of the officers (or the countries from whose Delegations the officers would be named) of the four Commissions and the twelve Technical Committees of the Conference.

7. Recommendation that the Conference approve as its Agenda the Dumbarton Oaks Proposals as supplemented at the Crimea Conference and by the Chinese proposals agreed to by all the Sponsoring Governments, and the comments thereon submitted by the participating countries.

8. Recommendation that the Conference approve a memorandum on the Proposed Rules of Procedure.

9. Statement of the Soviet Delegation about the decision of the Crimea Conference concerning an invitation to the Ukrainian Soviet Socialist Republic and the Byelo-Russian Soviet Socialist Republic to initial membership in the international security organization.

THE UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

RESTRICTED
Doc. 29 (ENGLISH)
DC/4 (1)
May 12, 1945

MEETING OF THE CHAIRMEN
OF THE DELEGATIONS

Org.

CORRIGENDA TO THE MINUTES OF THE MEETING OF THE HEADS OF DELEGATIONS TO ORGANIZE THE CONFERENCE, APRIL 26, 1945

Doc. 29 (English) DC/4

Page 2, paragraph 3:

Delete the paragraph and substitute the following:

"Sr. Fernandez (Chile) seconded the motion of the Chairman of the Delegation of France that English and French be considered on a basis of perfect equality at all sessions of the Conference and meetings of the commissions, committees, and subcommittees.

"He stated that it was the thought of his country and he was sure of all the Latin American nations, that the French language should, jointly with the English, be the official language of the Conference. He said that it was traditional that at all international conferences the French language be considered as official. In this case, he stated that they should likewise make it so as a tribute to the heroic France that has made such immense sacrifices in order to defend liberty and democracy against the totalitarian regimes.

"The expression of Sr. Fernandez was seconded by Sr. Pérez (Venezuela) and Sr. Gallagher (Peru)."

Pages 2 and 3:

Delete the last 4 lines on page 2 and the first 8 lines on page 3 and substitute the following:

"The Meeting recommended that at plenary sessions of the Conference addresses in English or French would not be interpreted into the other language, but that a translation would appear subsequently in the 'Record'.

Delegates would be free to use any other language besides English or French, but in this case they should provide interpretations thereof into either English or French at their choice. Interpretations might be made into both English and French if the speaker desired. As regards meetings of commissions, technical committees, and subcommittees, it was recommended that interpretations from English into French and vice versa would be provided if the meeting in question so desired. Delegates would be free in these bodies also to speak in any other language, but should provide their own interpretations into either English or French."

(p. 4) Organization of Conf.

Steering Com
Doc 29
DC/4

Provisional
RESTRICTED
(English)
April 26, 1945

THE UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

MEETING OF THE HEADS OF DELEGATIONS
TO ORGANIZE THE CONFERENCE

Veterans Building, Room 223, April 26, 1945, 10:37 a.m.

The chairmen of the following delegations were present:

Australia
Belgium
Bolivia
Brazil
Canada
Chile
China
Colombia
Costa Rica
Cuba
Czechoslovakia
Dominican Republic
Ecuador
Egypt
El Salvador
Ethiopia
France
Greece
Guatemala
Haiti
Honduras
India
Iran
Iraq
Lebanon
Liberia
Luxembourg
Mexico
Netherlands
New Zealand
Nicaragua
Norway
Panama
Paraguay
Peru
Philippine Commonwealth
Saudi Arabia
Syria
Turkey
Union of South Africa
Union of Soviet Socialist Republics
United Kingdom
United States of America
Uruguay
Venezuela
Yugoslavia

The temporary President of the Conference, Mr. Stettinius, called the meeting to order at 10:37 a.m.

I. LANGUAGES OF THE CONFERENCE

M. Bidault (France) requested that the remarks of the presiding officer be translated into French and the Committee discussed the general question of the use of languages at the sessions of the Conference.

It was moved by M. Bidault that both English and French be used on a basis of complete equality at all Conference sessions and meetings of commissions, committees, and subcommittees.

He emphasized that this was a matter of principle for the French delegation and that it was essential not to give support to the efforts which have been made to eliminate as an international language, French, the traditional language of diplomacy, and one of the great languages of civilization, by any action taken at this Conference.

No objection was expressed to M. Bidault's proposal. It was supported by several delegations.

The temporary Chairman said that the United States was perfectly willing to accept this proposal, but for the sake of expediting the work of the Conference asked whether the Committee would favor having French and English translations during the proceedings of the commissions, committees, and subcommittees but having the proceedings of the plenary sessions conducted in English only, with subsequent immediate French translation circulated to the delegates.

Dr. Soong (China) moved that English should be the only working language used by the Conference, with a view to saving the time of the Conference.

Sr. Cáceres (Honduras) said that if French were to be treated as an additional Conference language, his delegation would request the same treatment for Spanish. Sr. Velloso (Brazil) stated that he would accept French and English as the working languages, but that, if there were to be several official languages, Portuguese should be included.

In the course of the discussion Dr. Soong withdrew his motion to establish English as the sole working language.

Mr. Mackenzie King (Canada) explained the procedures in the Canadian Parliament, under which members are free to use either English or French at Parliamentary sessions. No interpretation is made, but the record appears subsequently in both languages. In committee meetings interpretations are provided if desired.

The Committee decided that at plenary sessions of the Conference addresses in English or French would not be interpreted into the other language, but that a translation would appear subsequently in the "Record". Delegates would be free

to use any other language besides English or French, but in this case they should provide interpretations thereof into English. As regards meetings of commissions, committees, and subcommittees, it was agreed that interpretations from English into French and vice versa would be provided if the meeting in question so desired. Delegates would be free in these bodies also to speak in any other language, but should provide their own interpretations into either English or French.

A. Official Languages

Mr. Molotov (Soviet Union) asked that the Committee decide not only as to the working languages to be used, but also the question of the official languages of the Conference. He proposed that the official languages should be English, French, Russian, Chinese, and Spanish. The temporary Chairman, in response to a question by Sr. Enríquez (Ecuador), ruled that the decision previously taken related to the working languages of the Conference and put to a vote Mr. Molotov's motion that the five languages, English, French, Russian, Chinese, and Spanish be the official languages of the Conference. The Committee approved the motion by a show of hands.

II: RAPPORTEUR OF THE STEERING COMMITTEE

The temporary Chairman asked for nominations for Rapporteur of the Steering Committee.

Dr. Soong (China) nominated Sr. Guillermo Belt Ramírez (Cuba). Sr. Belt was elected unanimously by the Committee and expressed his appreciation in his own behalf and in behalf of his country.

III. PERMANENT SECRETARY GENERAL

The temporary Chairman asked for nominations for permanent Secretary General of the Conference.

Mr. Eden (United Kingdom) nominated the temporary Secretary General, Mr. Alger Hiss, and the nomination was approved unanimously by the Committee. Mr. Hiss expressed his thanks to the Committee.

IV. ORGANIZATION OF THE CONFERENCE

At the request of the temporary Chairman, the Secretary General introduced an informal memorandum on possible organization of the Conference prepared by the Secretariat and summarized the main provisions of the document.

Mr. Molotov (Soviet Union) raised a point of order by asking whether the Committee was proceeding on the basis of an approved agenda. He pointed out that a preliminary agenda circulated to the delegation chairmen had been amended by the addition of a ninth paragraph and asked whether the amended agenda was in the hands of the members of the Committee and had been approved by them.

The Secretary General read the amended agenda of nine paragraphs which was before the Committee and explained that the amendments had been agreed upon too late to make possible the circulation of the agenda in languages other than English. The amended draft had been circulated to the chairmen of all delegations on April 25.

The Secretary General stated that the agenda had been approved by the representatives of the four sponsoring powers and had been circulated to the other delegations.

The Secretary General indicated that the first item on the agenda, the appointment of a Credentials Committee, had been reserved for later consideration and that the second item (appointment of a Rapporteur) had already been acted upon. The Committee was now engaged in considering the third item (proposed organization of the Conference).

Mr. Jan Masaryk (Czechoslovakia) stated that he had received the revised agenda only that morning and said that he had been instructed to make a statement at the close of the meeting.

The Committee approved the revised agenda, including the statement to be made by Mr. Masaryk.

Mr. Molotov (Soviet Union) suggested that the first item to be considered with reference to the organization of the Conference should be the question of the election of a chairman or co-chairmen of the Conference. The Secretary General pointed out that this was the next item on the agenda and would be reached as soon as the general proposals for the organization of the Conference were considered. No action taken on the document introduced by the Secretariat would be regarded as

prejudicing the subsequent action of the Committee on the question of the Conference chairmanship.

A. Status and Number of Commissions and Committees

Mr. Fraser (New Zealand) expressed the view that the organization proposed was unduly complex and that much of the work assigned to technical committees might be accomplished in the commissions. It was pointed out that the sessions of the commissions were to be public, unless an occasional closed meeting were decided upon, and that therefore the work of the commissions and of the committees would be quite different. The Secretary General reported that it was the view of the Secretariat that the commissions and committees might decide to have joint meetings, but that it was desirable as a general principle of organization to assign specific responsibilities to the committees. Mr. Fraser asked whether it was clear that the commissions would be free to make their own rules, including changes which might be desirable in the number and work of the technical committees, and he was assured by the temporary Chairman that this was the case.

B. Membership on the Proposed Credentials Committee and Executive Committee

The Secretary General announced that the Secretariat's proposal as read by him to the Committee was different from the document which had been circulated with respect to the number of members of the two committees. The Secretariat now recommended that the membership of the Credentials Committee should be six and the membership of the Executive Committee fourteen.

Mr. Spaak (Belgium) expressed a preference for a smaller Executive Committee and asked why it had been increased. The Secretary General replied that the increase had been agreed upon by the sponsoring governments. The temporary Chairman suggested that the discussion of this matter be postponed until the question of the Executive Committee was reached. The memorandum on the proposed organization of the Conference was approved, without prejudice to reconsideration of the size of the Executive Committee.

C. Trusteeship

Mr. Fraser (New Zealand) and Mr. Forde (Australia) drew the attention of the Committee to the functions of Technical Committee 4 of Commission II as described in the Secretariat document which reads:

"To prepare and recommend to Commission II, and to Commission III, as necessary, draft provisions on principles and mechanism of a system of international trusteeship for such dependent territories as may by subsequent agreement be placed thereunder."

They pointed out that the last words of this sentence might be taken to restrict the scope of the discussion on trusteeship in the Conference. The temporary Chairman stated that there would be no such restriction.

D. Economic and Social Council

Abdel Hamid Badawi Pasha (Egypt) inquired as to which committee would discuss the questions relating to the Economic and Social Council, since this matter appears partly as a function of the General Assembly, and partly in the section of the Dumbarton Oaks Proposals relating to the proposed functions of the Economic and Social Council. The Secretary General replied that the economic and social questions to be dealt with by the Assembly and by the Economic and Social Council would be discussed by Committee 3 of Commission II.

Mr. Molotov (Soviet Union) supported the document on proposed organization of the Conference and raised two questions for clarification. First, he suggested that the Committee should not go into the details of the question of official languages at this time. The Secretary General indicated that this question was dealt with in a second memorandum on procedures to be introduced, and it was agreed that discussion should be deferred until that memorandum was considered. Mr. Molotov then raised the second point for clarification as to whether the Conference should choose one president or four presidents.

V. THE PRESIDENCY OF THE CONFERENCE

Mr. Eden (United Kingdom) said he had given much thought to the problem of the presidency of the Conference. He felt it was essential that the Conference should make clear that the four Governments which acted as sponsors were acting in unity, and that this unity would continue throughout the Conference. On the other hand, it was necessary for the conduct of the work of the Conference to have at the helm one officer who would be responsible for organizing and directing this work and that no more suitable person could be found than the present temporary President of the Conference.

Mr. Eden therefore suggested that the chairmanship of the public meetings of the Conference should be rotated among the four sponsoring governments but that the Steering Committee and the Executive Committee should have one chairman and he proposed Mr. Stettinius.

Mr. Molotov (Soviet Union) said that the Soviet delegation was prepared to recognize in the most friendly manner Mr. Stettinius as the temporary President of the opening session of the Conference on April 25. He recognized in Mr. Stettinius an outstanding presiding officer and did not doubt that if the Committee were considering this question from a purely technical point of view it would wish to have Mr. Stettinius as President.

Mr. Molotov said, however, that the question of the presidency of the Conference was for the Government of the Soviet Union a matter of principle. The Soviet delegation submitted for the approval of the Conference the proposal that the Conference elect as Co-Presidents representatives of each of the four sponsoring Governments, who would preside in rotation.

In support of this proposal Mr. Molotov advanced the following considerations. Since four Governments had prepared the Conference and had acted as its sponsors, it would be only natural that a representative of each should be elected as a Co-President of the Conference and that the principle of equality should be observed. Should the proposal of the Soviet Union be accepted, this principle of equality of status of the four countries in the direction of the Conference would be established, and the delegations could then elect a number of vice presidents from other countries.

The delegation of the Soviet Union was not seeking any privileges for itself, and it should be taken for granted that no other country represented was attempting to achieve a privileged position for itself.

The proposal that there should be one President was motivated by reasons of a technical nature. There would be ample opportunity to arrange for the orderly conduct of the business of the Conference if the Soviet proposal were adopted. In fact, such arrangements must be assured. Of far more importance to the Conference was the assurance that from the very beginning of its work the principle of unity among the sponsors should be established and should not be undermined during the whole period of the Conference.

Mr. Dean therefore suggested that the chairmanship of the public meetings of the Conference should be rotated among the four sponsoring governments but that the Steering Committee and the Executive Committee should have our chairman and be appointed by Statutes.

Mr. Mistry (Civil Union) said that the Devlin Committee was prepared to recognize in the most friendly manner Mr. Stettinius as the temporary President of the opening session of the Conference on April 25. He recognized in Mr. Stettinius an outstanding presiding officer and did not doubt that the Committee would guarantee that everything that a merely American point of view in world affairs would be. Concluding on a friendly note.

Mr. Mistry said, however, that the question of the presidency of the Conference was for the Government of the United Union a matter of principle. The Soviet delegation withdrew for the approval of the Conference the candidate from the Ukrainian Soviet Socialist Republic, especially in view of the Ukrainian Government, who were present presently in Moscow.

In support of this proposal Mr. Mistry mentioned the following considerations. Since the Government had proposed a Mr. Stettinius had been one of its representatives. It would be very unusual that a representative of such stature should not act as a Co-President of the Conference and that the President should be observed. Should the proposal of the Soviet Union be accepted, this would imply of appearing of the Ukrainian Government in the direction of the United Nations Organization. And the delegations would then be a member of the Soviet Union representative from other countries.

The delegation of the Soviet Union was not claiming any privileges for itself. It is simply the Ukrainian Government and the Ukrainian people who are entitled to be represented in the Conference.

The delegation of the Soviet Union was not claiming any privileges for itself. It is simply the Ukrainian Government and the Ukrainian people who are entitled to be represented in the Conference.

Mr. Dean said that there was no one in the Conference who was more friendly than the United States. Mr. Stettinius was a distinguished American. Mr. Dean said that the United States was prepared to see Mr. Stettinius as the temporary President of the opening session of the Conference on April 25. He recognized in Mr. Stettinius an outstanding presiding officer and did not doubt that the Committee would guarantee that everything that a merely American point of view in world affairs would be. Concluding on a friendly note.

Mr. Mistry said, however, that the question of the presidency of the Conference was for the Government of the United Union a matter of principle. The Soviet delegation withdrew for the approval of the Conference the candidate from the Ukrainian Soviet Socialist Republic, especially in view of the Ukrainian Government, who were present presently in Moscow.

In support of this proposal Mr. Mistry mentioned the following considerations. Since the Government had proposed Mr. Stettinius had been one of its representatives. It would be very unusual that a representative of such stature should not act as a Co-President of the Conference and that the President should be observed. Should the proposal of the Soviet Union be accepted, this would imply of appearing of the Ukrainian Government in the direction of the United Nations Organization. And the delegations would then be a member of the Soviet Union representative from other countries.

The delegation of the Soviet Union was not claiming any privileges for itself. It is simply the Ukrainian Government and the Ukrainian people who are entitled to be represented in the Conference.

Mr. Molotov said that these were the reasons which led the Soviet Union to propose the election of representatives of the four Governments as Co-Presidents of the Conference.

Sr. Padilla (Mexico) referred to the norms established in diplomatic practice, which can be followed without involving any consideration of national prestige and which should not be deviated from without very strong reasons. One of these is the custom of choosing as the President of international conferences the foreign minister of the host government. It would be a fitting tribute to Mr. Stettinius for his special preparations for the Conference, and to the United States for acting as the host of the Conference, to elect Mr. Stettinius as the President. The views expressed by Mr. Eden and Mr. Molotov could be taken account of by choosing Vice Presidents from the three other sponsoring Governments.

Mr. Molotov advanced the additional consideration that no single President could adequately discharge the heavy responsibility of conducting the work of so great a Conference, and he added that since the question of equality was a fundamental point of principle with his Government, the Soviet Union, would not accept the presidency if the Committee should make such an offer. Mr. Molotov added that if the proposal of the Soviet Union were not accepted by the Committee, the Soviet Union would be obliged to give warning that it would refrain from any further representation of its delegation on the Presidium of the Conference. The Soviet delegation would, under such circumstances, take part in the work of the Conference on the same basis as the delegations of the non-sponsoring Governments.

Sr. Padilla said that his proposal was also a matter of principle and he maintained that if the Conference were meeting in the Soviet Union he would gladly propose Mr. Molotov as President and would act in a similar way if it were meeting in England or China. He recognized the qualifications of the other representatives of sponsoring Governments but maintained his motion proposing Mr. Stettinius as President of this Conference.

General Smuts (Union of South Africa) said that under ordinary circumstances there was much to be said for the proposal for a single President but that under the special circumstances of this Conference in which four equal Governments have invited the other governments, the circumstances that the Conference is being held in San Francisco is almost accidental. Under these conditions, the ordinary rules need not necessarily apply.

Mr. Molotov, he continued, had raised the question of principle and that in his view when any one of the four sponsoring Governments raised a question of principle the Conference should not overrule insistence on a point of principle by one of the four sponsoring Governments. If one of the governments insisted on a rotating presidency, then there should be a rotating presidency. General Smuts added, however, that this was also a great Conference which must conduct its business to completion within a few weeks, and there was need for one person to be in charge of the regular conduct of Conference business in the Steering and Executive Committees. General Smuts supported Mr. Eden's proposal of four Presidents, equal in status, who would preside in turn at the plenary sessions, one of whom would be a permanent Chairman of the Steering and Executive Committees.

Dr. van Kleffens (Netherlands) supported Mr. Eden's proposal and Mr. Eden indicated that it had been better expressed by General Smuts than by himself. He added, however, that if the Committee agreed to choose a single Chairman of the Executive and Steering Committees, it would be necessary to delegate to him full power to act in behalf of the other sponsoring Governments and of all the delegations. He also said that he wished to explain to his colleagues that the United Kingdom would have been willing to accept the proposal of Sr. Padilla for a single President.

Mr. Fraser also supported Mr. Eden's proposal and expressed the opinion that it was in full harmony with Mr. Molotov's suggestion that the principle of equality be fully safeguarded, and urged Mr. Molotov to accept it and the Committee to adopt it unanimously.

After further discussion, Mr. Molotov suggested that the Committee adopt the following resolution:

> "In observance of the principle of equality between the four sponsoring States which have borne and are bearing the main burden of the struggle for the defeat of the common enemy, the Steering Committee recommends the election of four Chairmen of the Conference."

The temporary Chairman then stated that there were three specific proposals before the Committee; (1), the proposal of Mr. Eden; (2), the proposal of Mr. Molotov; and, (3), the proposal of Sr. Padilla.

In further discussion of these motions, the question was raised whether the two parts of Mr. Eden's motion might not be treated separately. It was suggested by Mr. Fraser (New Zealand) and Mr. Molotov (Soviet Union) that the Committee approve the principle that there should be four Presidents in rotation of the Plenary Sessions of the Conference and then take up the question of the chairmanship of the Executive Committee and the Steering Committee at a later time.

Mr. Eden, however, said that while affirming his position that in order to obtain unity, the Committee should agree to the principle of a rotating President for Plenary Sessions, the parts of his motion were so connected that he could not agree to their being separated.

Mr. Spaak (Belgium) stated that the entire Committee recognized most cordially the great debt which was owed to the achievements of the Russian Armies and that this should be given expression by accepting the principle of co-presidency. He suggested that the questions should be combined in one motion by adding to the text of Mr. Molotov's motion the following words: "and at the same time we propose that Mr. Stettinius be Chairman of the Steering Committee and of the Executive Committee."

In the course of further discussion the following additional points were brought out. Mr. Mackenzie King (Canada) emphasized the great importance of making it clear to the public through announcement of the election of four Co-Presidents that the Conference was beginning with unity among the Sponsoring Governments, and that it might be desirable for them to work out later the most appropriate method of conducting the business of the committees. He hoped that Mr. Molotov himself might feel that for the committee work one chairman would be a desirable arrangement.

Mr. Molotov suggested that the question as to who should preside at meetings of the representatives of the four Sponsoring Governments was one which should not be submitted to the Conference. He stated that he fully agreed with Mr. Eden's view that when the representatives of the four governments do meet, he would be very glad to have Mr. Stettinius preside.

It was proposed by Faris el-Khour (Syria) that the entire matter be left to the representatives of the Sponsoring Governments to decide in behalf of the Conference.

Sr. Castro (El Salvador) pointed out that the motions of Sr. Padilla and of Mr. Molotov were mutually exclusive but that it might be possible to combine the motions of Mr. Eden and Mr. Molotov. If this were done, it would be necessary to reject Sr. Padilla's motion for a single chairman.

Sr. Padilla withdrew his motion.

Mr. Molotov then stated that he felt it proper to take into account the comments made by Mr. Eden and Mr. Spaak and supported by other delegations. He renewed the suggestion that the question be divided into two parts, of which the first should be decided immediately and the second (namely the chairmanship of the Executive and Steering Committees) postponed. Mr. Molotov said that the question of the presidency of the Plenary Sessions of the Conference was most urgent and he suggested the following modified resolution:

> "In the observance of the principle of equality between the four sponsoring states who are bearing and have borne the main burden of the struggle for the defeat of the enemy of all the United Nations, the Steering Committee suggests that four chairmen be selected for the Plenary Sessions of the Conference."

The temporary Chairman said that it would be unfortunate to divide this issue and that the whole question should be decided now. He then called for a vote on the question which he summarized as follows:

1. That there should be four Presidents of the Conference;

2. That the four Presidents should preside at the Plenary Sessions in alphabetical rotation;

3. That the representatives of the four Sponsoring Governments should meet together from time to time and that at these meetings Mr. Stettinius should preside;

4. That the representative of the United States should be the Chairman of the Steering Committee and of the Executive Committee and that the chairmen of the other delegations should give full powers to Mr. Stettinius for seeing that the work of the Conference was carried out.

M. Bidault (France) suggested that a vote at this time should be avoided in the hope that the Conference could start with real unanimity on the question of the chairmanship and that some other method should be sought for finding a solution. In the meanwhile the present Temporary President of the Conference should continue to preside. Mr. Masaryk (Czechoslovakia), however, indicated that he would favor a decision at this time on the chairmanship of the Plenary Sessions and supported the motion of Mr. Molotov. Sr. Belt (Cuba) suggested that if four Presidents of the Conference were to be chosen that they should be chosen by the Assembly.

The temporary Chairman then put the motion to a vote and asked

the Secretary General once more to summarize Mr. Eden's proposal. Mr. Hiss restated the motion as follows:

> "There are to be four Presidents to preside at the Plenary Sessions. These four Presidents may meet together from time to time, Mr. Stettinius to preside at such meetings. Mr. Stettinius is to preside also at meetings of the Steering Committee and of the Executive Committee. Mr. Stettinius is to have the full authority of the Conference for the conduct of affairs."

Mr. Molotov said that he was fully in agreement that Mr. Stettinius should preside over meetings of the four foreign ministers as well as over meetings of the Steering and Executive Committees, but that he felt that the latter question was a matter to be decided by the Committees themselves and not by the Conference.

Mr. Stettinius then put Mr. Eden's motion to a vote of the Committee and declared that it had been approved.

Mr. Molotov then said that he could vote in favor of the proposal for four Presidents of the Conference, and that he had no objection to having Mr. Stettinius act as Chairman of the Executive and Steering Committees. Since, however, the question of how to arrange for Mr. Stettinius to serve in this way was not a question for the Conference itself to decide he could not cast his vote in favor of Mr. Eden's motion in its present form.

Mr. Molotov, therefore, asked that his own motion be put to a vote, but the temporary Chairman ruled that since it constituted a portion of a motion which had already been approved it could not be separately submitted to the Committee. The temporary Chairman informed the Committee that he was not a free agent, but was under instructions in the matter of having a single chairman to preside over meetings of the foreign ministers of the four sponsoring Governments.

The temporary Chairman at this point asked for a brief suspension of the Committee session. The Committee reconvened at 2:10 p.m. and Mr. Eden said that he was sure all members felt that this question of the Conference presidency should be decided unanimously if a way could be found. He said that it was apparent that agreement could not be reached at this moment, but he was also convinced that it would be possible to reach agreement if a little more time were provided. He therefore moved that the entire question be postponed for later discussion in the Steering Committee and that in the meanwhile the heads of the delegations should ask Mr. Stettinius to preside over the Plenary Session scheduled for that afternoon, without constituting a precedent. He also moved that

after taking this action the Committee should adjourn. This motion was seconded by Dr. Soong (China). Mr. Molotov said that it would be better if the question of the presidency of the Plenary Session could be settled then and the other questions deferred.

The temporary Chairman said he could not agree with Mr. Molotov at this time and that the motion of Mr. Eden deferred the entire question. He asked for a vote by show of hands and the motion was approved. The temporary Chairman then announced that the Plenary Session scheduled for 3:30 p.m., April 26, would be held as scheduled but that the Plenary Session scheduled for the morning of April 27 would be cancelled and that the Steering Committee would meet again at 10:30 a.m., April 27, at the same place.

The meeting was declared adjourned at 2:30 p.m.

Doc 26
DC/2

April 25, 1945

UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

TO THE SECRETARIES GENERAL OF ALL DELEGATIONS:

The attached page 3 (revised) should be substituted for page 3 of the papers of April 23, 1945, which have been submitted on a tentative and informal basis by the Temporary Secretariat. These papers relate to the organization and procedure of the Conference.

ENT/eck

45

RESTRICTED

UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

MEETING OF THE HEADS OF DELEGATIONS TO ORGANIZE THE CONFERENCE

Proposed Agenda
(Revised)

It is suggested that the Chairmen of all Delegations meet on April 26, 1945, at 10:30 a.m., under the chairmanship of the Temporary President of the Conference, to consider the following matters:

1. Appointment of the Credentials Committee, and designation of its Chairman, by the Temporary President of the Conference with the approval of the Heads of the other Delegations. (It is contemplated that the Credentials Committee will meet at once and that it would have its report ready for presentation at the First Plenary Session, 3:30 p.m., that same day.)

2. Appointment of a Rapporteur of the Meeting by the Temporary President of the Conference with the approval of the Heads of the other Delegations.

3. Recommendation that the Conference approve a memorandum on the Proposed Organization of the Conference.

4. Nomination of the presiding officer of officers of the Conference.

April 26, 1945.

5. Nomination of an Executive Committee.

6. Nomination of the officers (or the countries from whose Delegations the officers would be named) of the four Commissions and the twelve Technical Committees of the Conference.

7. Recommendation that the Conference approve as its Agenda the Dumbarton Oaks Proposals as supplemented at the Crimea Conference and by the Chinese proposals agreed to by all the Sponsoring Governments, and the comments thereon submitted by the participating countries.

8. Recommendation that the Conference approve a memorandum on the Proposed Rules of Procedure.

9. Statement of the Soviet Delegation about the decision of the Crimea Conference concerning an invitation to the Ukrainian Soviet Socialist Republic and the Byelo-Russian Soviet Socialist Republic to initial membership in the international security organization.

89 (rerun
of 45)

DOC 25
DC/1(a)

RESTRICTED
April 23, 1945

UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

The attached memorandum on the Proposed Organization of the Conference Secretariat is submitted on an informal basis by the Temporary Secretariat of the Conference for the information of the Secretaries General of the Delegations and the members of the Temporary Secretariat.

April 23, 1945

THE UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

PROPOSED ORGANIZATION OF THE CONFERENCE SECRETARIAT

The United States Government, as host to the Conference, has assumed the responsibility for organizing the Secretariat which will perform the usual technical, documentary, and service functions. The personnel of the Secretariat will be provided by the United States Government, together with such staff as may be made available by other participating Governments.

The Secretariat is organized and will function as described below. The appointments shown on the attached chart are temporary.

I THE SECRETARY GENERAL AND HIS OFFICE

1. The Secretary General will supervise the Conference Secretariat, receive formal proposals for submission to the Conference, and serve as Secretary of the Steering and Executive Committees.

2. The Deputy Secretary General will perform jointly with the Secretary General the functions of that office, act in the Secretary General's place during his absence, and serve as Assistant Secretary of the Steering and Executive Committees.

3. The Advisers, Special Assistants, Executive Assistants and Assistants will advise the Secretary General and Deputy Secretary General and aid them in organizing and facilitating the work of the Secretariat and will perform such special duties as the Secretary General and Deputy Secretary General may assign.
The General Adviser will supervise the Special Assistants engaged in liaison work with the delegations.

4. The Executive Officer of the Steering, Executive and Coordination Committees will assist the Secretary General in the work of these Committees, including making preparations for meetings, drafting Committee documents as directed, recording the proceedings of

meetings including votes taken, supervising the preparation of the official minutes of these Committees, and maintaining liaison with the Executive Officers and Secretaries of the Commissions and Technical Committees.

5. The Protocol Officer will advise the President and other Conference Officers, Delegations and their staffs, the Secretary General, and other Secretariat officials, on matters of protocol.

6. The Cultural Activities Officer will consult with local groups responsible for arranging educational, musical, dramatic, artistic and other cultural activities of interest to the delegations and other Conference visitors.

7. The Presentation Officer will assist the Secretariat staff in effective documentation through visual diagrams and charts to accompany official documentation, etc.; plan effective presentation techniques for conveying information about Conference activities to Delegations and their staffs, and to the public, for official and historical recording purposes; and make microfilms of all Conference documents. Media used will include chart lectures, brochures, films, microfilm, diagrams and charts, decorations, sound recordings, lighting arrangements, special exhibits, etc.

8. The Photographic Officer will be responsible for obtaining a photographic record of the Conference, and will furnish the Presentation Officer with technical assistance in planning and installing lighting and sound equipment; he will also supervise the dark room and furnish photographic supplies.

9. The Comptroller will advise the Secretary General with respect to all proposed expenditures.

10. The Information Officer will maintain general information desks in hotels and Conference buildings to answer questions concerning the organization and general procedure of the Conference, and names and location of persons attending; he will also be responsible for handling unofficial Conference mail such as letters of inquiry.

11. The Admissions Officer will control and issue all tickets for admission to Conference meetings.

12. The Security Officer will supervise military and naval guards stationed in Conference buildings.

II. THE EXECUTIVE SECRETARY AND HIS OFFICE

1. The Executive Secretary will generally assist the Secretary General in the technical work of the Secretariat; coordinate the work of Executive Officers and Secretaries of Commissions, Technical Committees and Drafting Sub-Committees; supervise the Secretariat's documentary and technical advisory services; direct the preparation of reports and minutes of the Commissions and Technical Committees; and advise with the Delegations on questions pertaining to the technical work of the Conference.

2. The Deputy Executive Secretary will assist the Executive Secretary, giving his principal attention to documentary services, which include editing, translating and interpreting, stenographic, reporting, duplicating, indexing and reference service, keeping the archives, providing for files and distribution of documents.

3. The Assistant Executive Secretary will assist the Executive Secretary, giving his principal attention to the work of Executive Officers and Secretaries of the Commissions, Technical Committees, and Drafting Sub-Committees.

4. The Advisers and Special Assistants to the Executive Secretary will perform such duties as he may assign.

5. The Technical Adviser on Treaties will assist the Executive Secretary, Executive Officers and Secretaries of the Commissions, Technical Committees and Sub-Committees on technical matters of treaty precedent, interpretation, and drafting.

6. The Adviser on Geography will give technical assistance in providing published maps and geographical charts for Conference use; in designing and drafting maps and geographical charts; in advising on geographical questions pertaining to the delineation of areas, and providing comparative factual information on specific areas as required in the work of the Commissions, Technical Committees and Drafting Sub-Committees.

7. The Librarian will arrange for adequate library facilities to service the Delegations and the Secretariat; select and assemble reference volumes, maps, statistical data and other background material for

official use; arrange with local libraries for loan of books and other reference services.

8. The Documents Officer will supervise, under the direction of the Deputy Executive Secretary, the processing of all official documents for use in Conference, Commission, Committee and Sub-Committee meetings or for general information of the Conference and Secretariat. He will direct the Secretariat staff units concerned in the several processes of editing, translating recording, typing and duplicating documents, indexing, filing and distributing for Conference use, determine priority of processing when necessary; maintain documents numbering system, and supervise precautions taken by the processing sections against unauthorized disclosure of Conference records.

a. The Conference Editor will edit for form, style and general appearance all Conference documents prior to their duplication and use; compile, edit, correct proof, and handle the printing of the official daily Journal of the Conference, containing the "Order of the Day", summaries of verbatim minutes of Plenary Sessions and Commission meetings, and announcements, etc.; compile, edit and correct proof of the official daily Record, a collection of the summaries of Committee and Subcommittee meetings, and other documents emanating from the meetings; edit and handle the printing of lists of Delegations; proofread the Final Act of the Conference.

b. The Language Officer will assist in providing interpreters and translators for the Delegations and their staffs and officials of the Secretariat to facilitate the conduct of meetings of the Conference, Commissions, Committees and Subcommittees; translate Conference documents as required in the languages prescribed in the Rules of Procedure; translate the Final Act of the Conference into the languages determined by the Conference.

c. The Reporting, Stenographic and Duplicating Officer will maintain the pool of stenographic reporters to record the proceedings and minutes of all meetings of the Conference, Commissions, Committees and Subcommittees; supervise staff for typing, duplicating, and assembling Conference documents; provide secretarial assistance for the Conference and the Secretariat.

d. The Index and Reference Officer will maintain a complete and current (daily) index of all Conference documents, including a topical heading and brief identifying analysis of subject matter covered; provide a reference service on all Conference documentation for members of Delegations and for the Secretariat.

e. The Archivist will maintain a complete record of the Conference; collect the original copies of all Conference documents, including complete files of all Commission and Committee meetings, press releases, the Journal, the Record, etc.; maintain files of the official correspondence of the Conference and working materials of the Technical Secretaries.

f. The Documents Distribution and File Officer will provide distribution of Conference documents to authorized officials; maintain a basic reserve file of every document processed, a stencil file for additional reproduction as required, and a microfilm file.

9. The Executive Officers of Commissions will assist the Presidents, Rapporteurs and Assistant Secretaries General of Commissions in preparing for meetings; maintain necessary liaison with the other branches of the Secretariat; draft documents as directed by the Commission officers; advise such Officers on parliamentary and Conference procedure; record the proceedings of Commission meetings; inform the Order of the Day Officer of desired time and place of future meetings; assist in coordinating the work of the Secretaries of Technical Committees and Subcommittees of the Commissions; and serve as a channel through which the various technical services of the Secretariat are made fully available to the Commissions and their members.

10. The Secretaries of Technical Committees and Drafting Subcommittees will assist the Chairmen and Rapporteurs in preparing for and conducting meetings. The Secretaries will draft documents as directed by the Committees and Subcommittees; advise and assist delegates with respect to the introduction of documents; record proceedings; attendance and votes at meetings, and arrange for necessary interpreters; advise the Chairmen on Conference procedure; provide liaison with the documentary, technical advisory and presentation services of the Secretariat; ascertain

distribution requirements of documents and keep the Documents Officer informed; inform the Order of the Day Officer of desired time and place of future meetings; through the Executive Officers and the Executive Secretary, facilitate the coordination of the work of the Technical Committees and Drafting Subcommittees with other parts of the Conference; and serve as the channel through which the various technical services of the Secretariat are made fully available to the Technical Committees and Drafting Subcommittees and their members.

III. THE ADMINISTRATIVE SECRETARY AND HIS OFFICE

1. The Administration Secretary will direct the Secretariat's administrative services, such as providing hotel and Conference space, equipment, transportation, communications, and the courier and mail systems.

2. The Deputy Administrative Secretaries will assist the Administrative Secretary, and serve in his place as necessary to provide round-the-clock service.

3. The Executive Assistant will give general supervision to the work of the Hotel Space, Conference Registration, and Conference Space Officers.

4. The Special Assistants will perform such special duties as the Administrative Secretary may assign.

5. The Personnel Officer will provide personnel required to perform the services of the Secretariat; establish a counselling service for Secretariat personnel; assist in providing medical and health facilities for the Conference.

6. The Finance Officer will supervise all financial transactions, including the per diem and travel allowances of the Secretariat; approve expenditures charged to the Conference account; sign or countersign all vouchers; keep the financial records of the Conference and prepare a final financial report to the Secretary General for submission to the Secretary of State.

7. The Supply Officer will provide and issue all supplies and equipment for conducting the business of the Conference.

8. The Transportation Officer will supervise all travel services including air priorities, train accommodations, arrangements for special trains, etc., for travel to and from the Conference site.

9. The Communications Officer will arrange for telephone, telegraph, cable and wireless communication.

10. The Hotel Space Officer will allocate hotel space, by delegations.

11. The Conference Registration Officer will provide for Conference registration of all officially accredited persons.

12. The Conference Space Officer procures and allocates all space in Conference buildings.

13. The Local Transportation Officer will arrange for buses, limousines, staff cars, and jeeps for travel to or between hotels and Conference buildings, around the city and environs; operate local foot and motor messenger service for the convenience of Delegations and the Secretariat in conducting Conference business.

14. The Special Mail Officer will maintain the Conference mail room.

15. The Order of the Day Officer will, in collaboration with the Executive Secretary and his staff, compile the official "Order of the Day" which will appear in the Journal to inform the Conference and the Secretariat of the daily schedule and agenda of meetings of General and Technical Committees, Commissions, etc.; prepare daily listings of scheduled meetings for bulletin boards in Conference buildings and hotels where Delegates and the Secretariat are housed; and provide proper physical arrangements for all scheduled meetings in cooperation with the Space Officer, Presentation Officer, and Protocol Officer.

Doc 25
DC/1 (a)

RESTRICTED

April 23, 1945

UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

The attached memorandum on the Proposed Organization of the Conference Secretariat is submitted on an informal basis by the Temporary Secretariat of the Conference for the information of the Secretaries General of the Delegations and the members of the Temporary Secretariat.

240

April 23, 1945

THE UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

PROPOSED ORGANIZATION OF THE CONFERENCE SECRETARIAT

The United States Government, as host to the Conference, has assumed the responsibility for organizing the Secretariat which will perform the usual technical, documentary, and service functions. The personnel of the Secretariat will be provided by the United States Government, together with such staff as may be made available by other participating Governments.

The Secretariat is organized and will function as described below. The appointments shown on the attached chart are temporary.

I THE SECRETARY GENERAL AND HIS OFFICE

1. The Secretary General will supervise the Conference Secretariat, receive formal proposals for submission to the Conference, and serve as Secretary of the Steering and Executive Committees.

2. The Deputy Secretary General will perform jointly with the Secretary General the functions of that office, act in the Secretary General's place during his absence, and serve as Assistant Secretary of the Steering and Executive Committees.

3. The Advisers, Special Assistants, Executive Assistants and Assistants will advise the Secretary General and Deputy Secretary General and aid them in organizing and facilitating the work of the Secretariat and will perform such special duties as the Secretary General and Deputy Secretary General may assign.
The General Adviser will supervise the Special Assistants engaged in liaison work with the delegations.

4. The Executive Officer of the Steering, Executive and Coordination Committees will assist the Secretary General in the work of these Committees, including making preparations for meetings, drafting Committee documents as directed, recording the proceedings of

meetings including votes taken, supervising the preparation of the official minutes of these Committees, and maintaining liaison with the Executive Officers and Secretaries of the Commissions and Technical Committees.

5. The Protocol Officer will advise the President and other Conference Officers, Delegations and their staffs, the Secretary General, and other Secretariat officials, on matters of protocol.

6. The Cultural Activities Officer will consult with local groups responsible for arranging educational, musical, dramatic, artistic and other cultural activities of interest to the delegations and other Conference visitors.

7. The Presentation Officer will assist the Secretariat staff in effective documentation through visual diagrams and charts to accompany official documentation, etc.; plan effective presentation techniques for conveying information about Conference activities to Delegations and their staffs, and to the public, for official and historical recording purposes; and make microfilms of all Conference documents. Media used will include chart lectures, brochures, films, microfilm, diagrams and charts, decorations, sound recordings, lighting arrangements, special exhibits, etc.

8. The Photographic Officer will be responsible for obtaining a photographic record of the Conference, and will furnish the Presentation Officer with technical assistance in planning and installing lighting and sound equipment; he will also supervise the dark room and furnish photographic supplies.

9. The Comptroller will advise the Secretary General with respect to all proposed expenditures.

10. The Information Officer will maintain general information desks in hotels and Conference buildings to answer questions concerning the organization and general procedure of the Conference, and names and location of persons attending; he will also be responsible for handling unofficial Conference mail such as letters of inquiry.

11. The Admissions Officer will control and issue all tickets for admission to Conference meetings.

12. The Security Officer will supervise military and naval guards stationed in Conference buildings.

II. THE EXECUTIVE SECRETARY AND HIS OFFICE

1. The Executive Secretary will generally assist the Secretary General in the technical work of the Secretariat; coordinate the work of Executive Officers and Secretaries of Commissions, Technical Committees and Drafting Sub-Committees; supervise the Secretariat's documentary and technical advisory services; direct the preparation of reports and minutes of the Commissions and Technical Committees; and advise with the Delegations on questions pertaining to the technical work of the Conference.

2. The Deputy Executive Secretary will assist the Executive Secretary, giving his principal attention to documentary services, which include editing, translating and interpreting, stenographic, reporting, duplicating, indexing and reference service, keeping the archives, providing for files and distribution of documents.

3. The Assistant Executive Secretary will assist the Executive Secretary, giving his principal attention to the work of Executive Officers and Secretaries of the Commissions, Technical Committees, and Drafting Sub-Committees.

4. The Advisers and Special Assistants to the Executive Secretary will perform such duties as he may assign.

5. The Technical Adviser on Treaties will assist the Executive Secretary, Executive Officers and Secretaries of the Commissions, Technical Committees and Sub-Committees on technical matters of treaty precedent, interpretation, and drafting.

6. The Adviser on Geography will give technical assistance in providing published maps and geographical charts for Conference use; in designing and drafting maps and geographical charts; in advising on geographical questions pertaining to the delineation of areas, and providing comparative factual information on specific areas as required in the work of the Commissions, Technical Committees and Drafting Sub-Committees.

7. The Librarian will arrange for adequate library facilities to service the Delegations and the Secretariat; select and assemble reference volumes, maps, statistical data and other background material for

official use; arrange with local libraries for loan of books and other reference services.

8. The Documents Officer will supervise, under the direction of the Deputy Executive Secretary, the processing of all official documents for use in Conference, Commission, Committee and Sub-Committee meetings or for general information of the Conference and Secretariat. He will direct the Secretariat staff units concerned in the several processes of editing, translating recording, typing and duplicating documents, indexing, filing and distributing for Conference use, determine priority of processing when necessary; maintain documents numbering system, and supervise precautions taken by the processing sections against unauthorized disclosure of Conference records.

a. The Conference Editor will edit for form, style and general appearance all Conference documents prior to their duplication and use; compile, edit, correct proof, and handle the printing of the official daily Journal of the Conference, containing the "Order of the Day", summaries of verbatim minutes of Plenary Sessions and Commission meetings, and announcements, etc.; compile, edit and correct proof of the official daily Record, a collection of the summaries of Committee and Subcommittee meetings, and other documents emanating from the meetings; edit and handle the printing of lists of Delegations; proofread the Final Act of the Conference.

b. The Language Officer will assist in providing interpreters and translators for the Delegations and their staffs and officials of the Secretariat to facilitate the conduct of meetings of the Conference, Commissions, Committees and Subcommittees; translate Conference documents as required in the languages prescribed in the Rules of Procedure; translate the Final Act of the Conference into the languages determined by the Conference.

c. The Reporting, Stenographic and Duplicating Officer will maintain the pool of stenographic reporters to record the proceedings and minutes of all meetings of the Conference, Commissions, Committees and Subcommittees; supervise staff for typing, duplicating, and assembling Conference documents; provide secretarial assistance for the Conference and the Secretariat.

d. The Index and Reference Officer will maintain a complete and current (daily) index of all Conference documents, including a topical heading and brief identifying analysis of subject matter covered; provide a reference service on all Conference documentation for members of Delegations and for the Secretariat.

e. The Archivist will maintain a complete record of the Conference; collect the original copies of all Conference documents, including complete files of all Commission and Committee meetings, press releases, the Journal, the Record, etc.; maintain files of the official correspondence of the Conference and working materials of the Technical Secretaries.

f. The Documents Distribution and File Officer will provide distribution of Conference documents to authorized officials; maintain a basic reserve file of every document processed, a stencil file for additional reproduction as required, and a microfilm file.

9. The Executive Officers of Commissions will assist the Presidents, Rapporteurs and Assistant Secretaries General of Commissions in preparing for meetings; maintain necessary liaison with the other branches of the Secretariat; draft documents as directed by the Commission officers; advise such Officers on parliamentary and Conference procedure; record the proceedings of Commission meetings; inform the Order of the Day Officer of desired time and place of future meetings; assist in coordinating the work of the Secretaries of Technical Committees and Subcommittees of the Commissions; and serve as a channel through which the various technical services of the Secretariat are made fully available to the Commissions and their members.

10. The Secretaries of Technical Committees and Drafting Subcommittees will assist the Chairmen and Rapporteurs in preparing for and conducting meetings. The Secretaries will draft documents as directed by the Committees and Subcommittees; advise and assist delegates with respect to the introduction of documents; record proceedings; attendance and votes at meetings, and arrange for necessary interpreters; advise the Chairmen on Conference procedure; provide liaison with the documentary, technical advisory and presentation services of the Secretariat; ascertain

distribution requirements of documents and keep the Documents Officer informed; inform the Order of the Day Officer of desired time and place of future meetings; through the Executive Officers and the Executive Secretary, facilitate the coordination of the work of the Technical Committees and Drafting Subcommittees with other parts of the Conference; and serve as the channel through which the various technical services of the Secretariat are made fully available to the Technical Committees and Drafting Subcommittees and their members.

III. THE ADMINISTRATIVE SECRETARY AND HIS OFFICE

1. The Administration Secretary will direct the Secretariat's administrative services, such as providing hotel and Conference space, equipment, transportation, communications, and the courier and mail systems.

2. The Deputy Administrative Secretaries will assist the Administrative Secretary, and serve in his place as necessary to provide round-the-clock service.

3. The Executive Assistant will give general supervision to the work of the Hotel Space, Conference Registration, and Conference Space Officers.

4. The Special Assistants will perform such special duties as the Administrative Secretary may assign.

5. The Personnel Officer will provide personnel required to perform the services of the Secretariat; establish a counselling service for Secretariat personnel; assist in providing medical and health facilities for the Conference.

6. The Finance Officer will supervise all financial transactions, including the per diem and travel allowances of the Secretariat; approve expenditures charged to the Conference account; sign or countersign all vouchers; keep the financial records of the Conference and prepare a final financial report to the Secretary General for submission to the Secretary of State.

7. The Supply Officer will provide and issue all supplies and equipment for conducting the business of the Conference.

8. The Transportation Officer will supervise all travel services including air priorities, train accommodations, arrangements for special trains, etc., for travel to and from the Conference site.

9. The Communications Officer will arrange for telephone, telegraph, cable and wireless communication.

10. The Hotel Space Officer will allocate hotel space, by delegations.

11. The Conference Registration Officer will provide for Conference registration of all officially accredited persons.

12. The Conference Space Officer procures and allocates all space in Conference buildings.

13. The Local Transportation Officer will arrange for buses, limousines, staff cars, and jeeps for travel to or between hotels and Conference buildings, around the city and environs; operate local foot and motor messenger service for the convenience of Delegations and the Secretariat in conducting Conference business.

14. The Special Mail Officer will maintain the Conference mail room.

15. The Order of the Day Officer will, in collaboration with the Executive Secretary and his staff, compile the official "Order of the Day" which will appear in the Journal to inform the Conference and the Secretariat of the daily schedule and agenda of meetings of General and Technical Committees, Commissions, etc.; prepare daily listings of scheduled meetings for bulletin boards in Conference buildings and hotels where Delegates and the Secretariat are housed; and provide proper physical arrangements for all scheduled meetings in cooperation with the Space Officer, Presentation Officer, and Protocol Officer.

PROPOSED ORGANIZATION & FUNCTIONS OF SECRETARIAT*

ADVISERS
Advise Secretary General & Deputy

GENERAL ADVISER & CHIEF OF SPECIAL ASSISTANTS ON LIAISON WORK
Warren Kelchner

SPECIAL ADVISER
Bernadotte E. Schmitt

ADVISER ON ARRANGEMENTS
Robert A. Breen

ADVISER
Clarke L. Willard

ADVISER ON SECURITY
Thomas Fitch

EXECUTIVE OFFICER: STEERING, EXECUTIVE & COORDINATION COMMITTEES
Assists Secretary General in work of these Committees
Charles F. Darlington

SECRETARY GENERAL
Supervises the Secretariat. Serves as Secretary of Steering & Executive Committees.
Alger Hiss

DEPUTY SECRETARY GENERAL
Assists Secretary General & serves in his absence.
John C. Ross

ADMISSIONS OFFICER
Controls & issues all tickets for admission to Conference meetings.
Karle K. Van Meter

COMPTROLLER
Advises Secretary General with respect to all proposed expenditures.
Carney Howell

PRESENTATION OFFICER
Provides presentation services for documents, meetings, & physical setting of Conference.
Oliver Lundquist

PROTOCOL OFFICER
Advises President & other Conference and Secretariat officials on protocol matters.
Gerald Drew

CULTURAL ACTI OFFICEI
Consults with loc groups who arrang tural activities Delegations & Con visitors.
Charles Thom

EXECUTIVE SECRETARY
Directs Secretariat's technical and documentary staff; advises Delegations on technical work of Conference.
C. Easton Rothwell

DEPUTY
Assists Executive Secretary; directs documentary services.
Carter L. Burgess

ASSISTANT EXECUTIVE SECRETARY
Assists in direction of technical staff.
Robert B. Stewart

ADVISER
Martin Hill

ASSISTANTS
Olcott Deming, Edna Fluegel, William Graham

SPECIAL ASSISTANTS
John Dreier, Robert McClintock

TECHNICAL ADVISER ON TREATIES
Assists Secretariat staff on technical matters of treaty precedents & interpretation.
William V. Whittington

ADVISER ON GEOGRAPHY
Supervises map drafting; provides reference service for map interpretation.
Otto E. Guthe

DOCUMENTS OFFICER
Supervises processing of all official Conference documents.
Waldo Chamberlain

LIBRARIAN
Arranges for & provides library facilities.
Verner W. Clapp

PERSONNEL OF
Provides personnel re to perform services o tariat.
Robert E. Ward, Jr.

CONFERENCE EDITOR
Edits all Conference documents, including Journal and Record.
Virginia Angel

LANGUAGE OFFICER
Provides interpreters & translators necessary to conduct meetings & prepare documents for Conference use.
Guillermo Suro

REPORTING, STENO, & DUPLICATING SERVICE OFFICER
Supervises staff which records proceedings, & types, duplicates, assembles documents.
Thomas M. Peavy

INDEX & REFERENCE OFFICER
Maintains current index of all Conference documents & provides reference service.
M. Carmel Sullivan

ARCHIVIST
Maintains complete official file of Conference, including original copies of all official documents & correspondence.
Ruth Wailes

DOCUMENT DISTRIBUTION & FILE OFFICER
Provides distribution of Conference documents to authorized officials.
George Laymen

HOTEL SPACE OFFICER
Allocates hotel space delegations.
James Gibson

EXECUTIVE OFFICER, COMMISSION I (GENERAL PROVISIONS)
Assists officers of Commission in preparing for meetings; drafts documents; records proceedings; maintains liaison with other Executive Officers and with Secretaries.
Malcolm Davis

SECRETARY, COMMITTEE 1 (PREAMBLE, PURPOSES, & PRINCIPLES)
Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
Robert McClintock

SECRETARY, COMMITTEE 2 (MEMBERSHIP, AMENDMENT, & SECRETARIAT)
Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
Elizabeth Armstrong

EXECUTIVE OFFICER, COMMISSION II (GENERAL ASSEMBLY)
Assists officers of Commission in preparing for meetings; drafts documents; records proceedings; maintains liaison with other Executive Officers and with Secretaries.
Huntington Gilchrist

SECRETARY, COMMITTEE 1 (STRUCTURE AND PROCEDURES)
Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
William A. Brown, Jr.

SECRETARY, COMMITTEE 2 (POLITICAL & SECURITY FUNCTIONS)
Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
Ervin R. Marlin

SECRETARY, COMMITTEE 3 (ECONOMIC & SOCIAL COOPERATION)
Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
Max Gideonse

SECRETARY, COMMITTEE 4 (TRUSTEESHIP SYSTEM)
Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
Eugene P. Chase

EXECUTIVE C
Assists officers of records proceedings; Secretaries.

SECRI
Assists off proceedings Secretaries

SECR
Assists off proceedings Secretaries

SECRETA
Assists off proceedings Secretaries

SEC
Assists off proceedings Secretaries

* ALL APPOINTMENTS ARE TEMPORARY

The United Nations Conference on International Organization

SPECIAL ASSISTANTS
Assist Secretary General & Deputy, and perform special assignments.
Cabot Coville John S. Thacher

EXECUTIVE ASSISTANTS
Samuel D. Boykin, James F. Green, John Peurifoy, Rowena Rommel, Elwood N. Thompson

ASSISTANTS
Gilbert Brown, Daniel Cheever, Victor Purse

VITIES
l
cul-
or
erence
on

PHOTOGRAPHIC OFFICER
Provides photographic portrayals of Conference events & personalities for immediate & record purposes.
Richard Wilson

INFORMATION OFFICER
Maintains general information desks in hotels & Conference buildings.
Theodore T. McCrosky

SECURITY OFFICER
Supervises military & naval guards stationed in Conference buildings.
Lewis M. Means

ADMINISTRATIVE SECRETARY
Directs Secretariat's administrative services including space, equipment, transportation, communications, etc.
William D. Wright

DEPUTIES
Assist Administrative Secretary & serve in his absence, to provide 24 hour service.
Stephen P. Dorsey John Russell

EXECUTIVE ASSISTANT
Gives general supervision to space allocation, hotel and conference registration.
Merle K. Wood

SPECIAL ASSISTANTS
Perform such special assignments as Administrative Secretary may direct.
Willard Kenestrick Robert Read

FICER
quired
f Secre-

FINANCE OFFICER
Supervises all financial transactions; keeps financial records of Conference.
William Heneghan

SUPPLY OFFICER
Issues all conference supplies & equipment.
Bruce L. McDaniel

TRANSPORTATION OFFICER
Supervises all travel services, including air priorities, train accomodations, etc.
Donald Watson

COMMUNICATIONS OFFICER
Arranges for telephone, telegraph, cable & wireless communication.
Winfield A. Coffin

by

CONFERENCE REGISTRATION OFFICER
Provides for Conference registration of all officially accredited persons.
John O. Bell

CONFERENCE SPACE OFFICER
Procures and allocates all space in Conference buildings.
Michael M. Harris

LOCAL TRANSPORTATION OFFICER
Provides motor transport for travel between hotels & Conference buildings; maintains local courier service.
Roy G. De Vecchio

SPECIAL MAIL OFFICER
Maintains Conference mail room.
Edward Thomas

ORDER OF THE DAY OFFICER
Compiles official Order of the Day containing schedules of meetings; prepares physical arrangements for meetings.
William Kane

FFICER, COMMISSION III (SECURITY COUNCIL)
Commission in preparing for meetings; drafts documents; maintains liaison with other Executive Officers and with
Grayson Kirk

ETARY, COMMITTEE 1 (STRUCTURE & PROCEDURES)
icers in preparing for meetings, drafts documents, records; maintains liaison with Executive Officer and with other
William T. R. Fox

ETARY, COMMITTEE 2 (PEACEFUL SETTLEMENT)
cers in preparing for meetings, drafts documents, records; maintains liaison with Executive Officer and with other
Leland Goodrich

RY, COMMITTEE 3 (ENFORCEMENT ARRANGEMENTS)
icers in preparing for meetings, drafts documents, records; maintains liaison with Executive Officer and with other
Paul Pennoyer

RETARY, COMMITTEE 4 (REGIONAL ARRANGEMENTS)
icers in preparing for meetings, drafts documents, records; maintains liaison with Executive Officer and with other
Allen Dawson

EXECUTIVE OFFICER, COMMISSION IV (JUDICIAL ORGANIZATION)
Assists officers of Commission in preparing for meetings; drafts documents; records proceedings; maintains liaison with other Executive Officers and with Secretaries.
Norman J. Padelford

SECRETARY, COMMITTEE 1 (INTERNATIONAL COURT OF JUSTICE)
Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
John Halderman

SECRETARY, COMMITTEE 2 (LEGAL PROBLEMS)
Assists officers in preparing for meetings, drafts documents, records proceedings; maintains liaison with Executive Officer and with other Secretaries.
Charles A. Timm

RESTRICTED

Doc 25
DC/1 (a)

RESTRICTED
April 23, 1945

UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

The attached memorandum on the Proposed Organization of the Conference Secretariat is submitted on an informal basis by the Temporary Secretariat of the Conference for the information of the Secretaries General of the Delegations and the members of the Temporary Secretariat.

April 23, 1945

THE UNITED NATIONS CONFERENCE
ON INTERNATIONAL ORGANIZATION

PROPOSED ORGANIZATION OF THE CONFERENCE SECRETARIAT

The United States Government, as host to the Conference, has assumed the responsibility for organizing the Secretariat which will perform the usual technical, documentary, and service functions. The personnel of the Secretariat will be provided by the United States Government, together with such staff as may be made available by other participating Governments.

The Secretariat is organized and will function as described below. The appointments shown on the attached chart are temporary.

I THE SECRETARY GENERAL AND HIS OFFICE

1. The Secretary General will supervise the Conference Secretariat, receive formal proposals for submission to the Conference, and serve as Secretary of the Steering and Executive Committees.

2. The Deputy Secretary General will perform jointly with the Secretary General the functions of that office, act in the Secretary General's place during his absence, and serve as Assistant Secretary of the Steering and Executive Committees.

3. The Advisers, Special Assistants, Executive Assistants and Assistants will advise the Secretary General and Deputy Secretary General and aid them in organizing and facilitating the work of the Secretariat and will perform such special duties as the Secretary General and Deputy Secretary General may assign.
The General Adviser will supervise the Special Assistants engaged in liaison work with the delegations.

4. The Executive Officer of the Steering, Executive and Coordination Committees will assist the Secretary General in the work of these Committees, including making preparations for meetings, drafting Committee documents as directed, recording the proceedings of

meetings including votes taken, supervising the preparation of the official minutes of these Committees, and maintaining liaison with the Executive Officers and Secretaries of the Commissions and Technical Committees.

5. The Protocol Officer will advise the President and other Conference Officers, Delegations and their staffs, the Secretary General, and other Secretariat officials, on matters of protocol.

6. The Cultural Activities Officer will consult with local groups responsible for arranging educational, musical, dramatic, artistic and other cultural activities of interest to the delegations and other Conference visitors.

7. The Presentation Officer will assist the Secretariat staff in effective documentation through visual diagrams and charts to accompany official documentation, etc.; plan effective presentation techniques for conveying information about Conference activities to Delegations and their staffs, and to the public, for official and historical recording purposes; and make microfilms of all Conference documents. Media used will include chart lectures, brochures, films, microfilm, diagrams and charts, decorations, sound recordings, lighting arrangements, special exhibits, etc.

8. The Photographic Officer will be responsible for obtaining a photographic record of the Conference, and will furnish the Presentation Officer with technical assistance in planning and installing lighting and sound equipment; he will also supervise the dark room and furnish photographic supplies.

9. The Comptroller will advise the Secretary General with respect to all proposed expenditures.

10. The Information Officer will maintain general information desks in hotels and Conference buildings to answer questions concerning the organization and general procedure of the Conference, and names and location of persons attending; he will also be responsible for handling unofficial Conference mail such as letters of inquiry.

11. The Admissions Officer will control and issue all tickets for admission to Conference meetings.

12. The Security Officer will supervise military and naval guards stationed in Conference buildings.

II. THE EXECUTIVE SECRETARY AND HIS OFFICE

1. The Executive Secretary will generally assist the Secretary General in the technical work of the Secretariat; coordinate the work of Executive Officers and Secretaries of Commissions, Technical Committees and Drafting Sub-Committees; supervise the Secretariat's documentary and technical advisory services; direct the preparation of reports and minutes of the Commissions and Technical Committees; and advise with the Delegations on questions pertaining to the technical work of the Conference.

2. The Deputy Executive Secretary will assist the Executive Secretary, giving his principal attention to documentary services, which include editing, translating and interpreting, stenographic, reporting, duplicating, indexing and reference service, keeping the archives, providing for files and distribution of documents.

3. The Assistant Executive Secretary will assist the Executive Secretary, giving his principal attention to the work of Executive Officers and Secretaries of the Commissions, Technical Committees, and Drafting Sub-Committees.

4. The Advisers and Special Assistants to the Executive Secretary will perform such duties as he may assign.

5. The Technical Adviser on Treaties will assist the Executive Secretary, Executive Officers and Secretaries of the Commissions, Technical Committees and Sub-Committees on technical matters of treaty precedent, interpretation, and drafting.

6. The Adviser on Geography will give technical assistance in providing published maps and geographical charts for Conference use; in designing and drafting maps and geographical charts; in advising on geographical questions pertaining to the delineation of areas, and providing comparative factual information on specific areas as required in the work of the Commissions, Technical Committees and Drafting Sub-Committees.

7. The Librarian will arrange for adequate library facilities to service the Delegations and the Secretariat; select and assemble reference volumes, maps, statistical data and other background material for

official use; arrange with local libraries for loan of books and other reference services.

8. The Documents Officer will supervise, under the direction of the Deputy Executive Secretary, the processing of all official documents for use in Conference, Commission, Committee and Sub-Committee meetings or for general information of the Conference and Secretariat. He will direct the Secretariat staff units concerned in the several processes of editing, translating recording, typing and duplicating documents, indexing, filing and distributing for Conference use, determine priority of processing when necessary; maintain documents numbering system, and supervise precautions taken by the processing sections against unauthorized disclosure of Conference records.

a. The Conference Editor will edit for form, style and general appearance all Conference documents prior to their duplication and use; compile, edit, correct proof, and handle the printing of the official daily Journal of the Conference, containing the "Order of the Day", summaries of verbatim minutes of Plenary Sessions and Commission meetings, and announcements, etc.; compile, edit and correct proof of the official daily Record, a collection of the summaries of Committee and Subcommittee meetings, and other documents emanating from the meetings; edit and handle the printing of lists of Delegations; proofread the Final Act of the Conference.

b. The Language Officer will assist in providing interpreters and translators for the Delegations and their staffs and officials of the Secretariat to facilitate the conduct of meetings of the Conference, Commissions, Committees and Subcommittees; translate Conference documents as required in the languages prescribed in the Rules of Procedure; translate the Final Act of the Conference into the languages determined by the Conference.

c. The Reporting, Stenographic and Duplicating Officer will maintain the pool of stenographic reporters to record the proceedings and minutes of all meetings of the Conference, Commissions, Committees and Subcommittees; supervise staff for typing, duplicating, and assembling Conference documents; provide secretarial assistance for the Conference and the Secretariat.

d. The Index and Reference Officer will maintain a complete and current (daily) index of all Conference documents, including a topical heading and brief identifying analysis of subject matter covered; provide a reference service on all Conference documentation for members of Delegations and for the Secretariat.

e. The Archivist will maintain a complete record of the Conference; collect the original copies of all Conference documents, including complete files of all Commission and Committee meetings, press releases, the Journal, the Record, etc.; maintain files of the official correspondence of the Conference and working materials of the Technical Secretaries.

f. The Documents Distribution and File Officer will provide distribution of Conference documents to authorized officials; maintain a basic reserve file of every document processed, a stencil file for additional reproduction as required, and a microfilm file.

9. The Executive Officers of Commissions will assist the Presidents, Rapporteurs and Assistant Secretaries General of Commissions in preparing for meetings; maintain necessary liaison with the other branches of the Secretariat; draft documents as directed by the Commission officers; advise such Officers on parliamentary and Conference procedure; record the proceedings of Commission meetings; inform the Order of the Day Officer of desired time and place of future meetings; assist in coordinating the work of the Secretaries of Technical Committees and Subcommittees of the Commissions; and serve as a channel through which the various technical services of the Secretariat are made fully available to the Commissions and their members.

10. The Secretaries of Technical Committees and Drafting Subcommittees will assist the Chairmen and Rapporteurs in preparing for and conducting meetings. The Secretaries will draft documents as directed by the Committees and Subcommittees; advise and assist delegates with respect to the introduction of documents; record proceedings; attendance and votes at meetings, and arrange for necessary interpreters; advise the Chairmen on Conference procedure; provide liaison with the documentary, technical advisory and presentation services of the Secretariat; ascertain

distribution requirements of documents and keep the Documents Officer informed; inform the Order of the Day Officer of desired time and place of future meetings; through the Executive Officers and the Executive Secretary, facilitate the coordination of the work of the Technical Committees and Drafting Subcommittees with other parts of the Conference; and serve as the channel through which the various technical services of the Secretariat are made fully available to the Technical Committees and Drafting Subcommittees and their members.

III. THE ADMINISTRATIVE SECRETARY AND HIS OFFICE

1. The Administration Secretary will direct the Secretariat's administrative services, such as providing hotel and Conference space, equipment, transportation, communications, and the courier and mail systems.

2. The Deputy Administrative Secretaries will assist the Administrative Secretary, and serve in his place as necessary to provide round-the-clock service.

3. The Executive Assistant will give general supervision to the work of the Hotel Space, Conference Registration, and Conference Space Officers.

4. The Special Assistants will perform such special duties as the Administrative Secretary may assign.

5. The Personnel Officer will provide personnel required to perform the services of the Secretariat; establish a counselling service for Secretariat personnel; assist in providing medical and health facilities for the Conference.

6. The Finance Officer will supervise all financial transactions, including the per diem and travel allowances of the Secretariat; approve expenditures charged to the Conference account; sign or countersign all vouchers; keep the financial records of the Conference and prepare a final financial report to the Secretary General for submission to the Secretary of State.

7. The Supply Officer will provide and issue all supplies and equipment for conducting the business of the Conference.

8. The Transportation Officer will supervise all travel services including air priorities, train accommodations, arrangements for special trains, etc., for travel to and from the Conference site.

9. The Communications Officer will arrange for telephone, telegraph, cable and wireless communication.

10. The Hotel Space Officer will allocate hotel space, by delegations.

11. The Conference Registration Officer will provide for Conference registration of all officially accredited persons.

12. The Conference Space Officer procures and allocates all space in Conference buildings.

13. The Local Transportation Officer will arrange for buses, limousines, staff cars, and jeeps for travel to or between hotels and Conference buildings, around the city and environs; operate local foot and motor messenger service for the convenience of Delegations and the Secretariat in conducting Conference business.

14. The Special Mail Officer will maintain the Conference mail room.

15. The Order of the Day Officer will, in collaboration with the Executive Secretary and his staff, compile the official "Order of the Day" which will appear in the Journal to inform the Conference and the Secretariat of the daily schedule and agenda of meetings of General and Technical Committees, Commissions, etc.; prepare daily listings of scheduled meetings for bulletin boards in Conference buildings and hotels where Delegates and the Secretariat are housed; and provide proper physical arrangements for all scheduled meetings in cooperation with the Space Officer, Presentation Officer, and Protocol Officer.