

UNITED NATIONS  
JULY - DEC. 1947

UNRRA -  
CENTRAL REGISTRY  
INDEX FILES

*Blue*

31 DEC 1947

The Comptroller  
United Nations  
Lake Success, N.Y.

Attention: Mr. H. B. McLeod

Dear Sir: Ref: AF: C-1

With reference to your letter dated 9 December 1947 requesting copies of our paybook together with related procedures for operation, we are enclosing two copies of the Field Paybook Procedure, two specimen paybooks and two acquittance rolls.

The procedure covers the paybook operation in general. However, there have been some minor modifications from time to time which would in no way affect the overall procedure.

If there is any assistance that you may require relative to the above, please feel free to contact me at any time.

Yours very truly,

R. W. Ludlow  
Assistant Controller.

✓  
Enclosures  
J.W. Fairchild:ss  
30 Dec 47

cu n-D-3443



*44-UN*



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DRAFTED BY: Irving L. Posner

BY AIR MAIL

United Nations

31 DEC 1947

Mr. Byron Price  
Assistant Secretary General  
Department of Administrative  
and Financial Services  
United Nations  
Lake Success, New York

My dear Mr. Price:

This will acknowledge your letter dated 17 December, addressed to General Rocks, concerning the proposed consolidation of the Consultative Committee on Personnel matters and the Consultative Committee on Budgetary and Financial Arrangements.

As you know, because of its major concern over the last year with problems of closure, UNRRA has participated in the work of these Committees on a somewhat different basis from the other international agencies with longer-range programs, but we have been very pleased to be able to offer whatever suggestions and assistance were suitable based on our extensive experience in the field of international administration.

The proposed consolidation would appear to be quite feasible and appropriate, particularly in view of the differing combinations of functions among the various agencies. It will be most convenient for UNRRA, since Mr. Irving L. Posner who is Director of the Division of Personnel and Management, has been designated as UNRRA's representative on both Committees. He is also a member of the Subcommittee on Salary Differentials which was set up at the 27 May meeting of the Consultative Committee on Personnel Matters. Since the Subcommittee is planning to meet on 12 January, he will be able to participate in other Committee sessions held on the 12th and 13th of January.

This Administration will be pleased to continue its cooperation with United Nations and the associated specialized agencies, so long as you consider that its participation is helpful, or until the progress of liquidation leaves insufficient staff or facilities for appropriate participation.

Sincerely yours,

Richard E. Brown  
Deputy Director General and  
Chief Executive Officer

0440-U.N

30 DEC 1947

Mr. William H. Wells, Chief  
Film and Television Section  
Department of Public Information  
United Nations  
Lake Success, New York

Dear Bill:

In accordance with our telephone conversation, I  
am sending you by railway express the following:

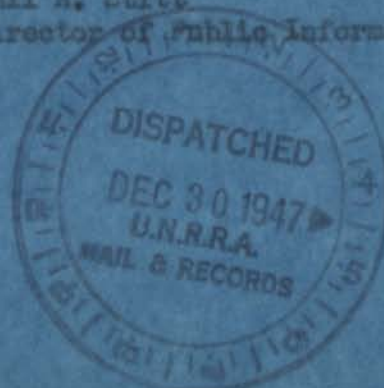
- 1) Peter Hopkinson 16 mm. film (8 reels) on  
UNRRA's work in the Ukraine and Byelorussia. The  
dope-sheet that goes along with the film is en-  
closed herewith.
- 2) 35 mm. film forwarded to us by the Italian  
Mission on the UNRRA Tassile Operation.
- 3) Print of 1-reel Documentary film on UNRRA  
made by The World Today Inc.

All good wishes for the New Year.

Sincerely,

Phil H. Stitt  
Director of Public Information

✓  
Enclosure



PI/Hyde  
30/12/47

440-UN



*Blue*

24 DEC 1947

Mr. A. D. K. Owen  
Assistant Secretary-General  
In Charge of Economic Affairs  
United Nations  
Lake Success, New York

Dear Mr. Owen:

I acknowledge with thanks your letter of 15 December 1947 confirming this Administration's proposal to effect a transfer of responsibility with regard to reports on proceeds of sale as from 1 January 1948.

We are now preparing letters to the receiving countries informing them of this arrangement. Copies of these letters will be forwarded to you in the very near future.

I would suggest that, when these copies have been dispatched to you, the Secretary-General might find it advisable to confirm to the receiving governments concerned that the United Nations has undertaken to receive and compile reports for periods after 31 December 1947.

Very truly yours,

Lowell W. Rocks  
Director General

Drafted: FChait/rbs  
23 December 1947

Clearance: Chief Executive Officer

Copies: Controller  
Woodbridge



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rWeial/rp  
23/12/47

*United Nations*

23 December 1947

Dear Harold:

General Rooks has directed me to reply to your letter of 19 December 1947, and to inform you that we have in the meantime received the official communication from the United Nations, signed by the Assistant Secretary-General, Mr. David Owen, agreeing to the date of 1st January 1948 as the point from which reports on proceeds will be directed to the United Nations by the recipient countries.

This settles the basic issue of the matter. However, there are still some discussions to be held concerning the administrative aspect and the handling of the reports for the period between 30th June 1947 and 31st December 1947. For this reason the Administration would appreciate it if the functions of the Working Party suggested by General Rooks during his visit to Lake Success, would include also the matter of proceeds of sale of UNSNA supplies.

We appreciate that you have already sent forward a memorandum concerning two other matters -- namely, the transfer of archives and the transfer of accounts; however, we would be grateful if you would also include in the terms of reference of the Working Party, the issue of the transfer of the office of the Historian to the United Nations, so that the Working Party, in one or two sessions, could agree on all aspects of the following problems:

1. Proceeds of Sale
2. Transfer of Archives
3. Transfer of the Residual Accounting
4. Transfer of the Historian's Office

In view of the rigid time limitation on the completion of our liquidation planning, we are most anxious to go forward with these matters at the earliest possible date, and would appreciate it very much if the first session of the Working Party, if such is approved by the Secretary-General, could take place within the first half of January 1948.

Mr. Harold Caustin  
Deputy Director  
Division of Economic Stability  
and Development  
Department of Economic Affairs  
United Nations  
Lake Success, N. Y.

Sincerely yours,

Frank Weial  
Deputy Chief Executive Officer



Clearance: General Counsel - C.X.O. - Director General

*0440 United Nations*



22nd December 1947

Mr. Byron Price  
Assistant Secretary General for  
Administration and Financial Services  
United Nations  
Lake Success, Nassau County, New York

Subject: UNRRA's Employees Compensation Plan

Dear Mr. Price:

This is to bring again to your attention the problem which this Administration faces in arranging to meet its continuing liabilities under its Employees Compensation Plan after it is no longer in a position to administer this plan through its own facilities.

In your letter of 8 May 1947 (your reference AF-CIC) to which was attached a copy of memorandum dated 15 November 1946 from Mr. Bannerman Clark to Mr. H. C. Elvins, you indicated that you would be able to handle for us only a few cases selected by us as requiring special consideration but that it would not be practicable for you to take over our entire portfolio of Employees Compensation Plan claims since you were not then staffed for such an undertaking and did not expect to acquire the necessary staff in connection with the development of your own program.

We have been exploring the feasibility of an arrangement through commercial insurance channels and it now seems probable that such an arrangement can be made on a satisfactory basis. Before concluding such an arrangement, however, we would like to be sure that your situation has not changed materially in the past seven months and that you are still not equipped to take over our entire portfolio of open compensation claims.

We expect to be able to administer our compensation plan through our own facilities at least until 31 May 1948 and prior to that time we expect to dispose of a number of our pending claims by lump-sum settlement in the case of permanently disabled employees and by payment of compensation and medical expenses in the case of temporarily disabled employees. Nevertheless, it is believed that we will have about three-hundred claims which will have to be considered as open and will have to be turned over to some successor organization. Included in this group will be about thirty-five death claims in which there is nothing to do

OK40-U.N.1

Page 2 Mr. Byron Price

22nd December 1947

Subject: UNRRA's Employees Compensation Plan

but pay benefits each month. There will be a few permanent disability claims in which the problem will be to negotiate lump-sum settlements or continue monthly compensation benefits. The remainder will be temporary disability claims calling for the payment of medical expense and compensation for the period of disability.

In all cases a certain amount of investigation is necessary to determine whether the injury is an occupational one and also to determine the nature and extent of disability. Many of the investigations will not have been completed by the time we are ready to turn over the handling of the Plan. About 75% of the claimants would be residents of the United Kingdom and Europe, the remainder would be residents of the United States and Canada.

We would greatly appreciate your giving further consideration to our problem, having in mind that we would want to turn over all of our claims and not just a specially selected group, since it is our desire to dispose of our liabilities under our Compensation Plan in one transaction. If you believe that by 31 May 1948 you will be in a position to take over this responsibility, we would like to undertake preliminary discussions with the proper persons in your organization in the near future. If you do not expect to be equipped for this undertaking, we will proceed with our negotiations through commercial insurance channels.

Very truly yours,

Richard R. Brown  
Deputy Director General and  
Chief Executive Officer

TURNER:HL  
Clearance:  
Controller  
F. Chait





*Central Regis.*

Drafted by: Irving L. Posner/ism

CLEARED BY: F.D. Harris  
J.J. Joseph

COPIES TO:  
H. Cleveland, China Office  
F.D. Harris  
J.J. Joseph  
I.L. Posner

*Blue*  
BY AIR MAIL  
SPECIAL DELIVERY

Mr. Byron Price  
Assistant Secretary General  
Department of Administrative  
and Financial Services  
United Nations  
Lake Success, New York

16 DEC 1947

My dear Mr. Price:

This will refer to our letter of 12 December 1947 concerning the desirability of establishing a Central Administrative Services Office in China for the organization, on a cooperative basis among the various international agencies in China, of such facilities and services as vehicles and automotive maintenance, billeting facilities, office space, office furniture and equipment, "PX" and commissary privileges, communication facilities such as cable, post office, and telephone, travel arrangements, procurement assistance, and clinical services.

Since despatch of that letter we have received a cable from the Director of the UNRRA China Office, strongly endorsing the establishment of such a Central Administrative unit from the standpoints of efficiency and economy, and emphasizing that further developments have increased the need for such an operation. It is stressed, however, that if necessary action is not taken at once, UNRRA will not be in a position to offer assistance.

The Director of the China Office suggests that if a favorable decision is rendered UN would undoubtedly consider it highly desirable, in view of the time element and the distance, to delegate sufficient authority to some UN representative already on the scene to proceed with negotiations until the unit can be established and staffed. On the basis of the observations of the Director of our China Office, Dr. Philip Chu, Acting Director of the UN Information Centre, has been presented as a logical choice. It is emphasized that Dr. Chu has not been consulted in the matter, and this recommendation from the UNRRA Director is being submitted purely for your information.

As mentioned in my letter, we are prepared to turn over the necessary facilities and equipment without reimbursement, wherever practicable. The probable take-over by UNRRA of some residual UNRRA activities affords another example of the type of operation which would be materially assisted by an arrangement of this kind.

Since time is the essential factor in this connection, we hope you will be able to make a determination very shortly concerning your interest in the matter, and to inform us concerning the representative to whom you will be able to delegate authority for necessary negotiations on the spot in China.

Sincerely yours,

Richard E. Brown  
Deputy Director General and  
Chief Executive Officer

DEC 16 1947  
U.N.R.R.A.  
MAIL & RECORDS

*China*

*220-120*



OFPA Ref. 224/24/M

16 December 1947

Miss Mary G. Smieton  
Director of Personnel  
United Nations Organization  
Lake Success, New York

Dear Miss Smieton:

We have been requested to give you an appraisal of Mr. Gordon Menzies' abilities with a view to his employment in an administrative position in the Department of Social Affairs, and our Director of Personnel has accordingly cabled to the Director of our Shanghai Office, where Mr. Menzies was employed, asking for an evaluation.

In the meantime, although I have not worked personally with Mr. Menzies, save for a brief meeting in Shanghai, I am able to say that Mr. Menzies' work has been held in very high regard by our Shanghai Office.

In September 1945, Mr. Menzies was posted to the China Office as a Displaced Persons Officer. Shortly afterwards he was appointed as Chief Welfare Officer for Manchuria and subsequently as Deputy Director of the Manchurian region. On the reorganization of the regional arrangements in China, Mr. Menzies was promoted to the position of Chief Representative for Manchuria, and in this appointment he served with distinction as is evidenced by reports from Shanghai.

We will advise you as soon as we have received a reply from our China Office. In the meantime, I have confidence that I can speak for the Director of the China Office in recommending Mr. Menzies without reservation.

Yours sincerely,

F. D. Harris  
Chief  
Far Eastern Affairs

400 - Menzies, Gordon (Security)



*Central  
reporting*

Mr. Byron Price  
Assistant Secretary General  
Department of Administrative  
and Financial Services  
United Nations  
Lake Success, New York

My dear Mr. Price:

As the UNRRA office in China enters the final stage of liquidation, it is of course necessary to terminate arrangements under which our China Office has been rendering various types of administrative services to other international organizations on a reimbursable or special convenience basis. These organizations have included the Preparatory Commission for the World Health Organization, the International Children's Emergency Fund, the Preparatory Commission for the International Refugee Organization, the United Nations Food and Agriculture Organization, the United Nations Information Centre, and the Economic Commission for Asia and the Far East.

The facilities and services provided in varying amounts to individual agencies include vehicles and automotive maintenance, billeting facilities, office space, office furniture and equipment, "PX" and commissary privileges, communication facilities such as cable, post office, and telephone, travel arrangements, procurement assistance, and clinical services.

The Director of our China Office informs us that most of these facilities and services could ideally be organized on a cooperative basis under an arrangement whereby the closure staff of the UNRRA China Office, as well as the international staff attached to the proposed Board of Trustees (serving as the successor agency for UNRRA in the control of certain large-scale equipment and financial assets) would participate as a co-member rather than as the owner or manager of the facilities and services involved. The central garage, the Embankment Building space, the switchboard, the "PX" sales store, and possibly a clinic, fall into this category, as would other services of lesser importance.

If such a Central Administrative Services Office could be formed, UNRRA would be prepared to relinquish ownership of the equipment involved, assign leases on go-down and office space, transfer drivers and personnel from its rolls, and pay its proportionate share of expenses during the closure period.

*China Central Admin Services Office*  
*140*



Formation of such a Central Administrative Services Office would require, however, the attention of a special organizer from U.N. headquarters who would be authorized to negotiate with non-U.N. organizations which might be interested in cooperating.

The special conditions in China make it not only advantageous but almost essential that some arrangement of this nature should be worked out by the international agencies concerned, which may in the future include additional agencies such as UNESCO. It will be most difficult for these maintaining relatively small staffs in China to manage their own service needs effectively and economically on an independent basis.

As has already been indicated in earlier conversations with members of your staff, the chief interest of this Administration in the matter has been to facilitate the continuing operations of other international agencies maintaining programs and representation in China. In this respect we are prepared to turn over the necessary facilities and equipment without reimbursement wherever practicable.

In view of the necessary steps which will be involved in working out this arrangement and the closure of active UNRRA operations by the end of the year, it would be greatly appreciated if we might have your reaction to this proposal within the next week so that our China Office can be put on notice by 22 December concerning the possibility of establishing such a cooperative arrangement.

Sincerely yours,

Richard M. Brown  
Deputy Director General and  
Chief Executive Officer

Drafted by: H/Poerner/lsm

Clearance:  
Col. Harris  
Irving Overlow  
*P. O. Hunt*

Copies to:  
Mr. Cleveland, China Office  
Mr. Joseph  
Col. Harris  
Mr. Poerner

1 December 1947





Mr. David Weintraub  
United Nations  
Lake Success, New York

10 DEC 1947

Dear Dave:

A unit in the Office of Economic Analysis of the Greek Mission prepared what we understand is a very comprehensive report on the natural resources of Greece and long-term plans for their development. The report, undertaken at the request of the Government was completed shortly before the abolition of the Mission's Office of Economic Analysis and was not translated into English.

I am enclosing herewith a note prepared in our London Office describing the content of the report, as well as a clipping from the New York Times in which the report is publicized and discussed.

The Administration is not in a position to undertake translation and publication at this time, although it would appear that the report deals with matters of considerable interest to the United Nations in its economic work, as well as perhaps to the International Bank. Since the publication of the enclosed press story, we have had a number of requests from other international agencies for the report, which we have not been able to supply.

In the circumstances, it occurred to us that the United Nations might be interested in using its facilities for the translation and publication of the report, so that it will be generally available to interested agencies. The Administration feels that this is a project involving no excessive difficulty which your Department might very usefully undertake. Should there be an interest in arranging for translation and publication, it might be advisable to arrange for Mr. Zighdis to be consulted in connection with the final editing.

I would appreciate it if you would let us know whether your Department would consider undertaking this work, in which event we would try to make the necessary arrangements to have the report made available.

Sincerely yours,

Drafted: FChait/rbs  
9 December 1947

Clearance: Ward  
Brown  
Rooks



Frank Weisl  
Deputy Chief Executive Officer

040-United Nations



*United Nations*

5 December, 1947.

My dear Mr. Myrdal:

Under date of 14 October, Mr. Frank Weisl, Deputy Chief Executive Officer, made an interim reply to your communication of 20 September, addressed to Commander Jackson.

The staff of the Administration has reviewed your communication with sympathetic consideration. We fully appreciate the benefits which would derive from establishing a program of training work in the industrial field, but at this period in the Administration's liquidation program, we regret that we cannot recommend such a transfer of funds for action by the Central Committee of the Council for UNRRA. We are placing the matter upon the Agenda of the next Central Committee meeting and shall attempt to put forth an objective analysis of the need, as well as stating the Administration's position in not being able to recommend such action.

It is with real regret that we find our residual funds, which might be used for such purposes, so close to the point of exhaustion that to make even a small transfer of funds would place in jeopardy balances of funds for which we may later have a prior claim.

The Honorable Trygve Lie, Secretary-General of the United Nations, has communicated with us under date of 24 November supporting your proposal. I regret that I have had to reply to Mr. Lie informing him of the Administration's inability to comply with your request.

Very sincerely yours,

Lowell W. Rooks  
Director General

Mr. Gunnar Myrdal  
Executive Secretary  
Economic Commission for Europe  
European Office of the United Nations

Palais des Nations,  
Geneva.



*040-United Nations*



5 December, 1947.

*United Nations*

My dear Mr. Secretary-General:

This will acknowledge your communication of 24 November in which you make reference to the communication of 20 September from Mr. Gunnar Myrdal, Executive Secretary, Economic Commission for Europe.

I fully appreciate the interest which you and Mr. Myrdal have in suggesting that residual funds be made available to the Commission for carrying on certain training work in the industrial field begun by the Administration.

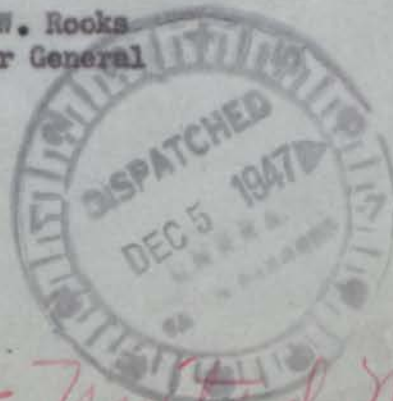
Mr. Myrdal's request has been placed on the Agenda for the next meeting of the Central Committee of the Council for UNRRA. Although we recognize the value of and the need for such training, the Administration finds itself unable to recommend the suggested transfer of funds. The residual funds of the Administration, of a type which might be available for transfer, are depleted to the extent that the Administration believes it essential to maintain such balances for any exigencies which might arise. The Administration likewise feels obligated, in view of the extant Council Resolutions, to place rigid priority upon its residual funds for transfer to the International Children's Emergency Fund.

As soon as the Central Committee has reviewed and taken action with respect to Mr. Myrdal's request, I shall inform you as to their decision.

Very sincerely yours,

Lowell W. Rocks  
Director General

The Honorable Trygve Lie,  
Secretary-General  
United Nations  
Lake Success, New York.



040-*United Nations*

*Blue*

25 November 1947

Mr. Cyril Burton  
Chief, Field Operations Section  
Bureau of Personnel  
UNITED NATIONS  
Lake Success, New York

Dear Cyril:

Thank you once again for stopping in to see us while you were in Washington. We enjoyed your visit and we think that it will prove fruitful in terms of working relationships.

I am sorry that because of limited time it was not possible for you to finish reading the history papers on some of our overseas recruiting experience. Perhaps you can finish them when you are next in Washington.

In line with our talk just before you left, I will be grateful if you will send me a copy, or a digest, of your manning tables and/or recruitment summaries when they are issued.

I hope that you will visit us again on your next trip to this city.

Sincerely yours,

Hiram Milton  
Assistant Director,  
Division of Personnel  
and Management



*040 - United Nations.*



25 November 1947

Mr. Harold E. Canstin  
D/Director, Division of  
Economic Stability and Development  
United Nations, Room E-107  
Lake Success, New York

Dear Harold:

Miss Hill has turned over to me the first draft of your manuscript on the Development and Functions of the Director-General's Office, the corrected draft, and your letter of 6 November. Your paper will be most helpful in the preparation of our history. When I see you I shall probably ask you to carry some of your points a little further, but there is no reason to ask for any more written work when you are so pressed for time. We, of course, would lay up any additional thoughts you have on organizational problems and on the final section of your study.

I do hope your new job is as full of interest as it is of hard work, and that you are finding some reasons to be hopeful about future international cooperation. We never cease to miss you here. I am continuously grateful for the help you gave to me and to the history project, and often wish to appeal to your judgment for interpretation in controversial matters.

All best wishes to you and Kathleen.

Ever sincerely,

Grace E. Fox

GEFox:arc



150(P.C.)



Mr. Ivan Kerno  
Assistant Secretary-General  
Department of Legal Affairs  
United Nations  
Lake Success, New York

21 NOV 1947

Dear Mr. Kerno:

The Secretary General of the United Nations and the Director General of UNRRA have, in an exchange of letters, discussed in a general way the problem of arranging for an ultimate transfer of UNRRA records to the United Nations. May I refer you in this connection to the following correspondence: M. Langier to Mr. LaGuardia, 15 October 1946; Mr. LaGuardia to Mr. Lie, 1 November 1946; Mr. Lie to Mr. LaGuardia, 24 December 1946; and General Rocks to Mr. Lie, 15 January 1947.

The Administration hopes that it will soon be possible to resume discussions with the United Nations as to the means of effecting this transfer, and its administrative problems and aspects. Pending such discussions, however, there are special problems which arise in connection with records of a restricted character. It would be most helpful to obtain assurance that arrangements could be made by the Secretary-General for the adherence to restrictions which the Administration will find it necessary to impose on certain of its records, regardless of their custody. By way of illustration, it is tentatively contemplated that the types of records described below would be subject to restriction on use or inspection in accordance with the standards generally indicated as to each:

- (a) Certain files of documents or other papers referring to negotiations with individual governments in regard to programs or other matters. These records might be considered restricted for a period of 25 years, during which period they would be available for inspection only with the consent of the Government concerned, or, perhaps, upon request by an appropriate Committee or organ of the United Nations.
- (b) Certain files containing correspondence between UNRRA officials and officials of Governments, and documents concerning officials or representatives of Governments. These might be subject to similar restrictions.

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- (c) Records of personnel security investigations. These might be retained for possible administrative use in connection with applications of individual UNRRA employees for positions at the United Nations or elsewhere for a period of two years, during which inspection would be authorized only with the consent of the employee concerned and after which their destructions would be authorized.
- (d) Records dealing with internal UNRRA matters involving the investigation of UNRRA offices or individuals in connection with the performance of their functions. These records might be made available for inspections, for good cause, at the discretion of the Secretary-General, if he determines that the particular inspection requested will involve no abuse or improper use of the information contained.

It would be our thought that records of the foregoing types would be identified when custody is transferred and the applicable restriction indicated. If that were to be done, it would become the function of the Secretariat of the United Nations to hold the records subject to the applicable restriction and to make them available for inspection only within the limits of the restriction.

Since we are now endeavoring to clarify the position with regard to the ultimate treatment of UNRRA records, it would be appreciated if you would inform me as to the feasibility of making arrangements as indicated above with respect to restricted records.

Sincerely yours,

Frederick Chait  
General Counsel

18 November 1947

Clearances:

Korac  
Leavitt  
McWillen  
Sverdlov  
Woodbridge

CXO  
DG.

cc: Schacter





20 NOV 1947

Honorable Trygve Lie  
Secretary-General  
United Nations  
Lake Success  
Long Island, New York

My dear Mr. Lie:

In accordance with your letter of 29 October, 1947, the Administration placed before the Central Committee, at its meeting on 17 November, the inquiry of Committee V with regard to the possibility of a grant from UNRRA's residual funds to help finance the advisory social welfare activities undertaken by the United Nations.

Both the Administration and the Central Committee were deeply cognizant of the importance of the work and its great value to the countries benefitting. However, while most appreciative of the contribution made by the United Nations in carrying forward these important activities, neither the Central Committee nor the Administration felt that a grant could be approved.

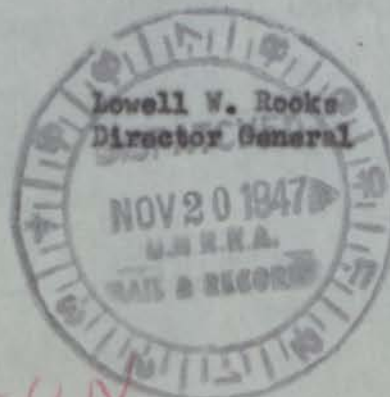
As you know, Resolution 95 of the UNRRA Council contains no provision contemplating the possibility of a transfer of funds. In view of the history of that Resolution, and taking into consideration the level of the Administration's resources and the status of other claimants with prior interests in participation in a disposition of residues, it was regretfully decided that the grant could not be made.

I would like to express, on behalf of the Central Committee and the Administration, the sincere hope that the United Nations will continue to finance these worthy endeavors in 1948 and thereafter in accordance with the precedent established by the General Assembly with respect to operations in 1947.

Sincerely yours,

Drafted: FChait/rbs  
18 November 1947

Clearance: Chief Executive Officer



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*Blue*

UNITED NATIONS  
RELIEF AND REHABILITATION ADMINISTRATION

1344 CONNECTICUT AVENUE  
WASHINGTON 25, D. C.

20 November 1947

Mr. W. P. Barrett  
Chief, Appointments and  
Staff Relations Division  
United Nations  
Lake Success, New York.

Dear Mr. Barrett:

I have your letter of 18 November, 1947, inquiring about Orville Leach, who is being considered for further service.

Mr. Leach worked for me at U.N.R.R.A. and I found him to be dependable, competent, of unquestionable integrity and pleasing personality. While I never discussed race, religion or nationalities with him I feel certain that he is not biased on these subjects.

Mr. Leach left the service of U.N.R.R.A. to go with United Nations. I would be glad to reemploy him if a suitable opening and opportunity arose.

Sincerely yours

Geo. J. Gould  
Chief of Communications



*406 - Leach, Orville*



17 NOV 1947

Hon. Trygve Lie  
Secretary-General  
United Nations  
Lake Success  
Long Island, N. Y.

My dear Mr. Lie:

You will recall that, by action of the Economic and Social Council, initiated with your very kind cooperation, it has been determined that the United Nations will undertake the performance of certain of UNRRA's functions regarding the proceeds of sale of UNRRA supplies, at a date to be agreed.

Under the arrangements projected, the Secretary-General would receive and review reports from the Governments with regard to their expenditure of proceeds, could comment thereon as appropriate, and would in turn report to the Economic and Social Council, periodically.

After reviewing the present situation and discussing it with your interested staff, this Administration has concluded that 31 December 1947 could best be adopted as an operative date for this purpose.

If agreeable, we would propose to notify receiving countries, which have already concurred in the procedure, that reports concerning proceeds of sale covering periods after 31 December 1947 should be submitted directly to the United Nations. UNRRA would retain the responsibility of reviewing reports for prior periods, whenever received.

Under these arrangements, the Secretariat would begin to receive reports in April or May of 1948. Well before that time, the Administration would propose to turn over to you relevant files and materials concerning proceeds (subject to the requirement of our historian) as well as a detailed statement of the position on the turnover date. Such statement would include the Adminis-

040-U.N



Hon. Trygve Lie

-2-

tration's final report to the Central Committee on the subject of proceeds of sale.

It would be appreciated if you would confirm your concurrence in this timing. It would also be appreciated if you could advise me of the appropriate division in the Secretariat of the United Nations to which the reports should be forwarded, so that we can inform the receiving countries accordingly.

Sincerely yours,

Lowell W. Rooks  
Director General

cc: Mr. Joel Gordon, UN  
Witold Wankowicz

Chait:hh  
12 Nov 1947

Clearances:

Swerdlow  
Woodbridge  
Weisl





13 NOV 1947

Mr. G. E. Wilhelm  
United Nations - Nations Unies  
Lake Success, Nassau County  
New York, New York.

Dear Mr. Wilhelm:

Kindly return the Invoice from the Gimbel Brothers, in New York, in order that we may place in line for payment.

Sincerely yours,

P. R. Curcio, Chief  
Space & Maintenance Section  
Room 317

PRC/eb  
13 November 1947



040-U.N.

12 November 1947

United Nations  
Lake Success  
New York:

Attention: Comptroller

Gentlemen:

On 4 August 1947 we forwarded you our invoice No. Jun M-150 (Revised) in the amount of \$613.31 covering salary payment made to Col. W. C. Spackman and amount of expense account submitted by Col. Spackman.

It would be appreciated if you would forward your remittance in settlement thereof at your earliest convenience.

Kindly enclose the pink copy of the invoice with your payment in order that proper credit to your account may be facilitated, and direct the envelope to the attention of the Disbursing and Banking Branch at the above address.

Sincerely yours,

H. A. HAZELL, Director  
Audit & Claims Division

JReinhardt/jr



*400 - Spackman, W.C.*



Mr. William H. Wells, Chief  
Film and Television Section  
Department of Public Information  
United Nations  
Lake Success, New York

Dear Bill:

I am enclosing a letter from the Canadian National  
Film Board in the hope that you understand more  
about it than I do.

If you can handle it from your end, will you please  
send a letter direct to Mr. Ralph and a copy to me.  
If you think that the reply should come from here,  
will you give me an idea of what you think our posi-  
tion should be.

With kindest personal regards,

Sincerely,

Phil H. Stitt  
Director of Public Information

Enclosure

PHStitt/ah  
7/11/47

0240-UN1



*United Nations*

United Nations Library  
Exchange and Gift Service  
Lake Success  
New York

7 NOV 1947

7 NOV 1947

Dear Sir:

In reply to Mr. Yates letter of 30 October 1947, Number 309-7-11, we attach herewith a list of the UNRRA Committees, Subcommittees and their symbols. Documents are numbered consecutively as they are issued. On 1 January of each year they begin a new series, as for example, documents of the Central Committee (symbol CC) are numbered thus:

Central Committee documents for 1943.....	CC(43)1
	CC(43)2 etc.
Central Committee documents for 1944.....	CC(44)1
	CC(44)2 etc.

This system is followed for all the various Committees and Subcommittees.

Copies of all documents of the Council and Committees are regularly sent to your Library as they are issued. The English language is the official language of UNRRA although some documents have been issued in other languages upon the request of members of the Council (Resolutions of the UNRRA Council). Copies of these were sent to the United Nations on 28 July 1947.

The Director General's Reports to the Council, which are issued quarterly, summarize the activities of the Administration during the various phases of its existence. Copies of the Director General's Reports are sent to you as soon as they are printed. The Library should have DGR-1 through 12 as of this date. DGR-13 which is now being prepared for publication will be sent to you as soon as it is received from the printer's.

I hope this information and the attached list will furnish you with the data requested.

Yours sincerely,

Frances W. Hall  
Documents Officer

Attachment (1)



040-UN.



COMMITTEES AND SUBCOMMITTEES, UNRRA:

Committees of the Council and Their Subcommittees:

<u>Committee</u>	<u>Symbol</u>
Central Committee	CC
* Program Subcommittee	CC/P
* Special Subcommittee on Resolution 71	CC/SS
Committee of the Council for Europe	CCE
Committee of the Council for the Far East	CCFE
* Subcommittee on Distribution	CCFE/SD
Subcommittee on Financing	CCFE/SF
* Subcommittee on Korea	CCFE/SK
* Project Panel Subcommittee	CCFE/PP
Committee on Financial Control	CFC
*Committee on the Rehabilitation of Children and Adolescents	CRCA
*Committee on Supplies	CS
*Subcommittee Under Resolution 23 (A Subcommittee of the Committees on Financial Control and Supplies established to determine the Ability to Pay of receiving countries)	CS-CFC/AP
<u>*Standing Technical Committees:</u>	
Standing Technical Committee on Agriculture	TAG
Standing Technical Committee on Displaced Persons	TDP
Subcommittee on DP's for the Western Hemisphere	TDP/WH
Standing Technical Committee on Health	THE
Quarantine Commission	THE/QC
Standing Technical Committee on Industrial Rehabilitation	TIR
Standing Technical Committee on Welfare	TWE
<u>*Regional Subcommittees of the Standing Technical Committees:</u>	
For Europe: TAG/E, TDP/E, THE/E, TIR/E, TWE/E	
For the Far East: TAG/FE, TDP/FE, THE/FE (Ad Hoc/FE), TIR/FE, TWE/FE (Ad Hoc/WFE)	

Council Documents: (for Six Sessions)

First Session	Reception Nos. 1 thru 360
Second Session	COUNCIL II Documents 1 thru 271
Third Session	COUNCIL III Documents 1 thru 206
Fourth Session	COUNCIL IV Documents 1 thru 251
Fifth Session	COUNCIL V Documents 1 thru 204
Sixth Session	COUNCIL VI Documents 1 thru 93

NOTE: Committees which met during a Council Session received both a Council number and a Committee number, for example: COUNCIL VI Document 91  
CFC(46)84

PRINTED MATERIAL:

Director General's Reports to the Council: DGR-1 thru 12

The following (except Selected Documents, Vol. I) are sold by International Documents Service, Columbia University, N. Y.:

- Vol. 1: Selected Documents of the 1st Session of the Council
- Vol. 2: Compilation of Resolutions of the 1st and 2nd Sessions of the Council
- Vol. 3: Compilation of Resolutions of the 3rd and 4th Sessions of the Council
- Vol. 4: Compilation of Resolutions of the 5th and 6th Sessions of the Council
- Journals of the Six Sessions

\* Now dissolved

\*\* Only the Minutes are distributed. The documents discussed are only available to the Members of the Subcommittee.



5 NOV 1947

Mr. Donald B. Kennedy  
Engineering Management  
& Procedures Division  
United Nations  
Lake Success, New York

Dear Mr. Kennedy:

Since Mr. Cooper is no longer with UNRRA, I am forwarding to you a copy of his monograph, "The Coordination of Policy and Procedure," which you requested in your letter of 31 October.

Sincerely,

Theresa C. Pope

Enclosure  
TC Pope



040-U.N.



5 NOV 1947

Mr. F. A. Mapes  
United Nations - Nations Unies  
Lake Success, Nassau County  
New York, New York

Dear Mr. Mapes:

Attached you will find an itemization of a charge in the amount of \$27.64, purchased from the Gimbel Brothers, in New York. I think the bill was intended for United Nations rather than United Nations Relief & Rehabilitation Administration.

Sincerely yours,

P. R. Garcia, Chief  
Space & Maintenance Section

✓ Attachments -

PRG/eb  
5 November 1947



0440 - U.N.

U.N.

22 October 1947

My dear Dave:

This will acknowledge your communication of 15 October, which, due to some unforeseen delay, arrived here on 20 October.

I appreciate very much your comments with reference to the post-UNRRA trusteeship and your suggestion that consideration should be given to the desirability of having an ex-UNRRA official in a prominent position in the direction of the trusteeship. The Director General is returning tomorrow or Friday, bringing with him Mr. Cleveland. We have received a cabled report of his recommendation to the Committee of the Council for the Far East and it looks as if the trusteeship is really going to come into being. We plan to present the recommendation of the CCPE to the Central Committee on 30 or 31 October. To keep you posted in the matter, I will send along confidentially copy of the paper which will go before the Central Committee.

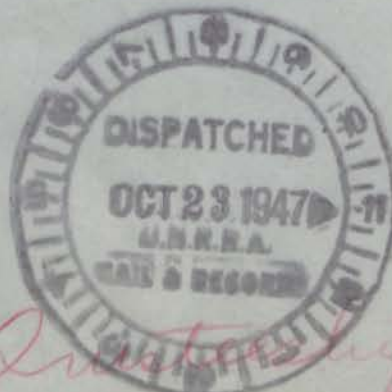
You may be sure that we have been keeping Henson in mind for one of the spots in this trusteeship. Although the matter has not been discussed with Ed, I am sure that after the Director General arrives and I have called your letter to his attention, we may be able to discuss definite proposals with Henson.

It is always good to hear from you and I hope that circumstances permit our getting together in the near future.

Very sincerely,

Richard R. Brown  
Deputy Director General and  
Chief Executive Officer

Mr. David Weintraub, Director  
Division of Economic Stability & Development  
Department of Economic Affairs  
United Nations  
Lake Success, New York



*China - 1440 - (Trusteeship)*



22 OCT 1947

Mr. W. P. Barrett  
Chief, Appointments and  
Staff Relations Division  
United Nations  
Lake Success, New York

Dear Mr. Barrett:

This is with reference to your letter of 17 October 1947 regarding Miss Bessie Aboulafia.

Miss Aboulafia was employed by UNRRA in December 1945, as Secretary to the Chief of our Liaison Office of Procurement in Brazil. Before reporting for her assignment in Brazil, she accompanied, as secretary, Mr. Francis B. Sayre, then Diplomatic Advisor of UNRRA, on missions to Denmark and throughout Latin America. Reports of her services in this capacity were excellent.

Mr. Paul Gordon, Chief of our office in Brazil, was well satisfied with Miss Aboulafia's work. Although she did not work directly under me, I am convinced that she is highly competent, and would have no hesitancy in employing her myself, should the occasion arise.

I believe Miss Aboulafia to be free from prejudice or intolerance with regard to race, religion and nationality. I know that she is extremely interested in working for the United Nations, and believe that she will be an excellent employee.

Very sincerely yours,

Louis Swenson  
Chief, Bureau of Supply

HMcLendon  
21 October 1947



400 - Aboulafia, Bessie

21 October 1947

Fred T. Walker  
Special Assistant to  
Chief, Purchase Section  
United Nations  
Lake Success  
Long Island, N.Y.

Dear Mr. Walker:

I have your letter of 7 October 1947 to Mr. Cooper which I assume is also in reply to my letter of 24 September.

There seems to be an irreconcilable difference of opinion between Mr. Mapes and our people as to what took place in the negotiations for the sale of the duplicating plant. As stated in my letter none of our people were aware of Mr. Thad Martin's offer and Mr. Mapes did not mention it until after the price of \$25,000 was agreed upon for the plant. I am also advised that Mr. Martin's offer did not include expendables, and that when the Administration agreed to stand by Martin's commitment this was pointed out to Mr. Mapes and \$2,000 fixed as the price for such expendables.

Under the circumstances it is our contention that expendables were not included in the sale of the reproduction plant for \$20,000.

It is impossible to state at this time just when UNRRA will be able to deliver the remaining equipment. By the end of the year we should be in a better position to estimate our future requirements, and we will be glad to advise you then as to when the equipment can be released.

Very truly yours,

Harry L. Isikoff  
Survey & Surplus Disposal Officer



Cleared: Mr. Orwick

040-U.N.



*Blue*

14 OCT 1947

*United Nations*

Gunnar Myrdal, Executive  
Secretary  
Economic Commission for  
Europe  
Palais des Nations  
Geneva, Switzerland

Dear Mr. Myrdal:

This is to advise you that your letter of 20th September has been received and is under consideration. We shall let you know our answer at the earliest possible opportunity.

Very sincerely,

Frank Weisl, Deputy Chief  
Executive Officer

ATBonnell/fg  
13 October 1947



*040-UN1*

Blue

Mr. Kirstein  
Statistical Office  
Economic Affairs Department  
Room K-161  
United Nations Organization  
Lake Success, New York

10 OCT 1947

Dear Mr. Kirstein:

Further our telephone conversation of 9th October, I am transmitting herewith a table showing the value of UNRRA shipments for the year 1946. The sources from which the data are taken are indicated in the footnotes of the table. I am sure Mr. Tolley has copies of the two documents to which reference is made in the footnotes.

As I informed you on the telephone, the figures for the year 1946 have been developed by subtracting cumulative shipments through 31 December 1945 from cumulative shipments through 31 December 1946. The cumulative figures through 1945 and 1946 do not reflect certain adjustments resulting from the fact that there is always a lag in the flow of certain shipping documents. Thus, for example, if shipping documents relating to 1946 movements were not received until April of 1947 no attempt was made to modify the cumulative figure through 1946. Overall, the margin of error is relatively small and I believe the figures will serve the limited purpose for which you wish to use them.

Sincerely,

Allen T. Bonnell, Director  
Division of Residual Operations  
and Records

Clearance: R. Hill  
ATBonnell/fg  
9 Oct. 1947



040-U.N.



# UNRRA SHIPMENTS FOR YEAR 1946

In Thousands of U. S. Dollars Equivalent, F.A.S.

	(A) Cumulative through 31 Dec. 1946*	(B) Cumulative through 31 Dec. 1945**	(C) Shipments for year 1946 (A - B)
Albania	18,343	10,472	7,871
Austria	101,524	100	101,424
Byelorussian SSR	48,798	6,146	42,652
China	294,542	51,413	243,129
Czechoslovakia	232,285	115,169	117,116
Dodecanese Islands	4,000	130	3,870
Ethiopia	214	-	214
Finland	2,282	-	2,282
Greece	329,094	192,257	136,837
Hungary	3,191	-	3,191
Italy	318,162	34,000	284,162
Korea	18	-	18
Philippines	5,346	694	4,652
Poland	401,856	141,773	260,083
Republic of San Marino	30	30	-
Ukrainian SSR	155,308	15,270	140,038
Yugoslavia	362,557	189,715	172,836
Special Projects and Emergency Programs	<u>33,681</u>	<u>33,595</u>	<u>86</u>
Total	2,311,225	790,764	1,520,461

\* Figures taken from Bureau of Supply Operational Report No. 10 dated 17th February, 1947.

\*\* Figures taken from UNRRA Program of Relief and Rehabilitation Supplies, Presented by the Director General to the Central Committee, dated 25th January, 1946.

8 October 1947

Mr. Byron Price  
Assistant Secretary-General for  
Administrative and Financial Services  
United Nations  
Lake Success, N. Y.

Dear Sir:

Your letter of 2 October, concerning the possibility of employment of Dr. Poelin Dai by the United Nations, arrived after the Director General had departed on a visit to China. I have passed your letter to the Chief Executive Officer who will bring the matter to the Director General's attention upon his return.

Yours very truly,

Sheila J. Collins  
Assistant to the  
Director General



406-Dai, Poelin



Mr. Byron Price  
Assistant Secretary General  
Department of Administrative Services  
United Nations  
Lake Success, New York

8 OCT 1947

Dear Mr. Price:

In connection with discussions on field employee remuneration problems at meetings of the consultative Committee on Personnel Matters, we requested our European Regional Office in London to make a survey of UNRRA salaries and allowances in the European area, digesting the extensive materials in their files reflecting the experiences of over three years of operation. Because of the rather short time available and the press of liquidation activities, the London staff was not able to assemble all the background information which they felt would be of value to UN and to the associated specialized agencies in working out systematic and uniform patterns of field employee remuneration, but I believe that the material compiled will be found interesting and helpful.

The report has already informally been made available to members of your staff in connection with meetings of the sub-committee on salary differentials. Two copies of the report are being submitted with this letter, since you may wish to refer one to the personnel staff and the other to the budget and management staff which deals specifically with classification and salary administration matters.

It should be understood that this report is based on the experience of the European region only and that the evaluations and conclusions are not necessarily those of the Headquarters staff in all instances. However, since the document has been prepared primarily as a source of background information, and since the parts which will be of most significance to your staff relate to factual questions of allowances and other phases bearing on employee remuneration, we have not felt it necessary to annotate the report with our own comments.

Your staff will be especially interested, we believe, in paragraphs 8, 18, and 24, which relate to classification and salary,

*Europe Area - 450*

particularly of locally employed personnel in the field, and the entire sections on living and travel allowances, currency problems, and other phases which are of primary applicability for employees in the field away from headquarters.

The recommendations in paragraphs 67 through 72 are also noteworthy, particularly those relating to the necessity for visiting all embassies received, in addition to salaries and allowances, an important part of the pattern of employee remuneration, and the desirability of establishing a staff especially trained in such matters to make on-the-spot investigations into local situations.

If we can be of any further service, or can provide additional information, we shall be most pleased to assist where we can.

Sincerely yours,

Frederick C. Whitten  
Chief, Bureau of Administration

Attachment 5

cc: Mr. Robert Smith

IL:cmr,vb  
7 October 1947





Mr. Joel Gordon  
United Nations  
Lake Success, New York

6 OCT 1947

Dear Joel:

As I recall, when we had our phone conversation a few days ago, I summarized our plans with regard to the transfer of proceeds of sale functions to UN. Briefly, the position is as follows: We are now completing our review of the situation in each country, with some material still to arrive. The necessary agreements have been negotiated with virtually all countries. Within the next week or two, we should have a draft summary statement of the proceeds situation, country by country, together with most of the material. As soon as the statements in summary form have been made final, we propose to report to the Central Committee. This should be possible some time during the first part of November. We may also attempt a fairly comprehensive statement for publication. Assuming that we can proceed as planned, we would contemplate that the actual turn-over to UN would be made effective 1 January 1948.

We are now, therefore, rapidly approaching the point at which it would be desirable to conduct some preliminary discussions with appropriate UN representatives. The purpose of these discussions would be to acquaint UN with the material with which it will have to deal, as well as to make certain that the manner in which we are proceeding will permit UN to take over smoothly on 1 January 1948.

It would be most desirable to conduct these discussions before the material which we are preparing for the Central Committee is made final, since our report to the Central Committee will, in all probability, determine the ultimate approach to be adopted. Accordingly, I should like to arrange for discussions to be held with you and other interested officials at UN on about 22 October. I realize that, with the General Assembly in session, there must be considerable pressure. However, if necessary, we can arrange to extend the discussions over a period of a few days, so that your other work will not be too much impeded.

Could you phone me by about 9 October to let me know whether this arrangement will be suitable?

Sincerely yours,

Drafted: 6 October 1947

Clearance: Weisl



Frederick Chait  
General Counsel

040-U.N

30 SEP 1947

Mr. Charles H. Alspach  
Chief, Social Services Section  
United Nations  
Lake Success, New York

Dear Charlie:

In regard to your request of 26 August for copies of mimeographed material prepared for the CNRRA-UNRRA Welfare Conference, I am sorry to report complete failure to locate the items you requested.

Shortly after the closure of the Welfare Division, all the Welfare files that we inherited were turned over to the Records Section. I referred your request to Mr. Paquin, the head of that section, and I am attaching his reply. I regret that we haven't been more successful.

As this is my last day of business I trust you will conduct future negotiations directly with Mr. Paquin.

I shall be seeing you shortly, I hope.

Sincerely yours,

S. K. Jacobs  
Special Assistant to the  
Chief Executive Officer

✓ Attachment

SKJacobs:msf  
30/9/47



040-U.N.



Mr. Fred T. Walker  
The United Nations  
Room AI-178  
Lake Success, New York

29 SEP 1947

Dear Mr. Walker:

In accordance with our telephone conversation of 22 September, I am writing you this letter to explain our current and anticipated need for the remainder of the reproduction equipment which was sold by UNRRA to the United Nations. It would perhaps be best, as you suggest, to bring out the original bases for any misunderstandings which may have developed.

As early as last summer, various UNRRA officers tried to interest the United Nations in a plan for taking over the UNRRA reproduction plant with or without its operating personnel. In the meantime, UNRRA's need for the full facilities of the plant continued to diminish. We therefore decided in December 1946 that we would make one last effort to dispose of our surplus equipment to one of the organs of the United Nations before placing the equipment on public sale. We preferred to turn the equipment over to an international organization even though the open market would be more remunerative. This led to the conference in Washington attended by your Mr. Mapes and by representatives of the other organizations that were interested.

Our intention was to set aside a small group of items necessary for our continuing use and that all of the remainder would be sold. Mr. Mapes agreed to purchase the remainder for \$25,000. We agreed to turn over, without charge, several thousand dollars worth of expendable duplicating supplies. At this point the conference disbanded.

Our present difficulty relates to the subsequent working out of the details. In a conversation outside of the conference, Mr. Mapes presented a prior offer of Mr. Thad Martin, of UNRRA, to sell the plant complete for \$20,000. Although this prior commitment had apparently been made without the knowledge or consent of Colonel Palmer, then Chief of the Bureau of Administration, he agreed to honor it. Two reservations were then made: one, that a charge of \$2,000 would be made

040-U.N.



Mr. Fred T. Walker

for the expendable supplies; and two, that UNRRA would retain certain items for its use as long as needed, with title remaining, however, in the United Nations. Mr. Mapes agreed to both reservations. The retention of the equipment as long as needed by UNRRA was noted in the contract of sale.

At the time the sale was made, certain of our people thought we could transfer the remainder of the equipment by 30 June 1947. That estimate has since proven wrong. We continue to have need for the items of equipment yet remaining. Were we to transfer those items to you now, the cost of our obtaining commercial service would in a short while far exceed the nominal sum for which our plant had been sold. That would indeed be an ironical situation for UNRRA.

I am no less anxious than you to settle this matter. At this time, however, I am unable to foresee any specific date when we can deliver the remaining equipment. I have discussed this with senior officials who have instructed me to make no commitment as to a firm delivery date until we can be certain of our own diminished need. I would like to suggest, for example, that our needs might change sufficiently so that we could send you most of the remaining equipment about the end of the year. This may indeed be possible, but I hesitate to hold it out as a promise to which we might be held.

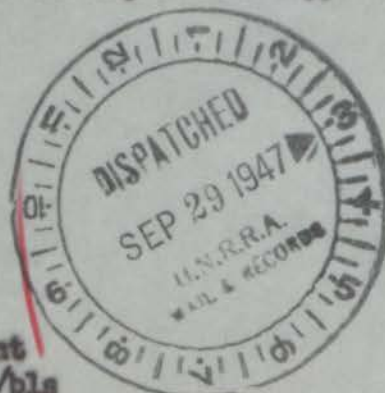
To sum up our position: We never had any intention of giving up the presently remaining equipment. We included it only because of a rather weak commitment which never had official sanction. We made a firm reservation, however, that we would hold the remaining equipment as long as we needed it. The transaction netted UNRRA less than half the amount which public sale would have returned. To give up the equipment as long as we need it would result in substantial loss to us.

I am attaching a list of the items we have for eventual delivery to the United Nations. Would you please confirm one of the copies and return it to me?

Incidentally, Mr. Harry Isikoff, our Survey and Surplus Disposal Officer, has written separately to Mr. Vaughn regarding the balance of \$2,000 due UNRRA for the expendable supplies.

Yours truly,

Joseph D. Cooper  
Administrative Planning Staff



Attachment  
JDCooper/bls

25 September 1947



UN PROPERTY STILL BEING USED BY UNRRA  
(Bid No. 66)

Item	UNRRA Number
Brush, Air, Paschen	-
Addressograph Cabinet, Filing, Wood	3633
Cabinet, Gathering	22951
Cabinet, Gathering	22953
Cabinet, Gathering	22954
Clock, Electric	6075
Clock, Electric	7584
Clock, Electric	22950
Chair, Posture, Steel	6729
Chair, Posture, Steel	6730
Chair, Posture, Steel	6735
Chair, Posture, Steel	6752
Chair, Posture, Cloth Seat	12735
Chair, Posture, Cloth Seat	14415
Cutter, Paper, 24 x 24	2322
Cutter, Paper, Style 265	6754
Desk, Typist, 40"	3312
Desk, Typist	11253
Desk, Varitype, Home Made	22795
Drawing Set, No. 818	22749
Holder, Copy, Line-A-Time	21455
Cutter, Paper, 18"	3682
Lamp, Fluorescent, Desk	6764
Lettering Set, LeRoy	22750
Mineoscope	10000
Multilith Dupliscopy	3680
Press, Padding, "Champion"	14276
Stool, Home Made	5728
Stool, 28" High	14272
Stool, 28" High	14275
Stool, 24" High	14277
Stool, Drafting	522
Straight-Edge-Metal T Square, 48"	14415
Table, Walnut, 1 Drawer, 24" x 36"	529
Table, Metal, Folding, 72" x 36"	2656
Table, Wood, 36"	6312
Table, Drawing, Wood	14518
Table, Work	22935
Table, Work	22937
Table, Work	22938
Table, Metal, Folding	22956

Item	UNRPA Number
Truck, Hand	51455
Addressograph & w/auto feed	6739-6761
Addressograph, Class 100, Hand Operated	6762
Compressor, Air, Pansche	22797
Machine, Typing	30083
Machine, Mimeograph #92	11683
Machine, Multilith	8146
Drill, Paper, Electric	5212
Folder, Convertable	11684
Machine, Rubbing	30613
Machine, Rubbing	30682
Machine, Sealing	13201
Stapler, Bestitch, Electric	6725
Typewriter, Electromatic	23542
Typewriter, Electromatic	30649
Vari-Type Machine	9758



24  
19 September 1947

United Nations  
Lake Success  
New York, N.Y.

Attention: D. B. Vaughan  
Director,  
Conference & General  
Services

Dear Dave:

Enclosed is a copy of a letter from McLeod to our external auditors with respect to a claim for \$2,000 representing supplies for the duplicating equipment purchased by UN from UNRRA.

I am informed that the facts concerning this transaction are as follows:

1. In December 1946 at a meeting at which Mr. Mapes represented UN an agreement was reached to sell all the duplicating equipment and supplies to UN for \$25,000.
2. During a discussion of the details of the transfer Mr. Mapes produced a paper in which Thad Martin offered to sell the duplicating plant to UN for \$20,000.
3. None of the UNRRA officials present had any knowledge of Mr. Martin's offer and the matter was referred to Col. Palmer who decided that Martin's offer was a commitment and the Administration was bound by it. Mr. Rand then pointed out to Mr. Mapes that this offer did not include expendable supplies and UNRRA would expect reimbursement in the amount of \$2,000 for such supplies. Mr. Mapes agreed to this.
4. On the 5th of March Mr. Mapes transmitted a contract signed by you on 23 January covering the sale of the plant. The contract called for delivery of all the equipment per UN Purchase Order No. 11989.
5. The Purchase Order called for delivery of specific equipment including expendable supplies for the amount of \$20,000.

Obviously an error was made in accepting this Purchase Order without first obtaining the deletion of the provision calling for delivery of expendable supplies. However, our representatives felt that a firm agreement had been reached to reimburse UNRRA for these supplies in view of our acceptance of a lesser amount than the \$25,000 previously agreed upon and since Mr. Martin's offer did not include expendables, the Purchase Order was accepted.

In view of Mr. Mapes agreement and the fact that UNRRA could have received much more for the plant had we asked for bids, I don't think it is unreasonable for the Administration to expect compensation as agreed upon by Mr. Mapes for the supplies which it delivered.

I would appreciate your looking into this matter at your earliest convenience and advising me of your decision as the auditors are now preparing their report for submission in the near future.

With kindest regards,

Sincerely yours,

Harry L. Isikeff  
Survey & Surplus Disposal  
Officer

Clearance: Mr. McMillen





23 SEP 1947

Mr. Joel Gordon  
United Nations Organization  
Lake Success, New York

Dear Joe:

Here are the copies of the D.G.'s Report for  
the First Quarter 1947, which have been no  
great trouble to obtain.

Very best regards.

Yours sincerely,

R.W. Hill  
Residual Operations

✓ Enclosures (6)

RWHill/mc  
24/9/47



040-U.N.

22 SEP 1947

PERSONAL

*United Nations*  
Mr. Edwin F. Wright  
Department of Administrative and  
Financial Services of the United Nations  
Room A2-100  
Lake Success, New York

Dear Mr. Wright:

I am taking the liberty of writing you with regard to recruitment of Indian nationals for positions in the United Nations administration. In this connection I attach a copy of my recent letter to Mr. Caustin on this subject, which I think you will find self-explanatory.

My concern in this matter is entirely impersonal and is based upon the experience I had more than a year ago in endeavoring to offset a feeling of resentment on the part of the Indian Government arising from UNRRA's own failure to give adequate consideration to the employment of Indian nationals, whose government was an active member and a substantial contributor to UNRRA. The results of a concentrated recruiting drive in India early in 1946 were not too substantial quantitatively but, generally speaking, the qualitative achievement was excellent, and we discovered some very outstanding individuals among the thirty persons recruited.

Our activity in this direction went a long way to offset the earlier engendered resentment of the Indian Government, and it was solely because of chaotic internal conditions that UNRRA failed to obtain a second contribution from it for procurement purposes. In view of the disturbed political situation in the Far East, it would appear that India will in the future have a strong voice in Far Eastern affairs. My purely personal feeling is that it would be tragic if UN should lose the support and cooperation of India merely because it failed to give full consideration to the question of utilizing a relatively small number of qualified Indian nationals. However, I can assure you that Indian sensitivity is such that major disasters may easily arise from a set of relatively trivial circumstances.

I am not fully aware as to what extent your own sphere of activities might impinge on this problem, but I am certain my plea will receive at least sympathetic consideration in your hands, and I would appreciate any

040-U. IV



Mr. Edwin F. Wright  
Page 2

comments you may have to make. For your information, I know that a dozen or more applications by Indian nationals have been sent to UN, either directly or through UNRRA channels, and to the best of my knowledge the individuals concerned have received no acknowledgments.

With kindest personal regards, I am

Sincerely yours,

A. McIver  
Executive Officer  
Far Eastern Affairs

Enclosure

P. S. I sincerely trust you will consider the above as purely suggestive, informal and personal as I would not for a moment wish to have it felt I was attempting to interfere in matters which do not directly concern me.

AMcIver/ms  
22 Sept. 1947



17 SEP 1947

Miss Maude Barrett  
Social Affairs Officer  
Department of Social Affairs  
United Nations  
Lake Success, New York

Dear Maude:

I wonder whether you can help us out on the enclosed inquiry? I have checked with our outgoing mail room and they say that they never handled any material for these ladies. If you know where I might locate the packages I will be glad to attend to shipping them to China.

Molly is in Europe for a short jaunt. My secretary and I are the only ones of the Bureau of Services still left with UNRRA, and we are leaving at the end of this month. I would appreciate a reply to the enclosed query within the next few days, in view of my departure on 30 September.

Best regards,

Sincerely yours,

✓  
Enclosure

SK-Jacobs  
17/9/47





17 September 1947

Mr. William H. Stoneman  
Special Adviser to the Secretary-General  
United Nations  
Lake Success, New York

Dear Mr. Stoneman:

On 19 August you sent us a letter which you had received concerning an allegation on the part of a former UNRRA employee that he was entitled to compensation for an injury received while he was an employee. As I advised you, we took this matter up with our London Office and have now received a reply which indicates the matter has been thoroughly considered by the London Office and has been settled in accordance with the regulations of the Administration. Attached for your information is a copy of the letter.

I believe that the Administration has taken all the action it can in this case.

Sincerely yours,

Frederick C. McMillen  
Chief, Bureau of Administration

✓ Enclosure



040 - U.N.

Miss Frances Ordle  
Photo Distribution Officer  
Dept. of Public Information  
United Nations  
Lake Success, New York

15 SEP 1947

Dear Miss Ordle:

Under separate cover, and in successive mailings, we are returning photographs furnished from your files for the Agricultural Rehabilitation Exhibit held this summer in the U. S. Department of Agriculture Building in Washington, D. C.

Many additional pictures were collected for this exhibit from other sources, and these are included for your use and safe keeping.

Again my thanks to you and your staff for your help with this project.

Sincerely yours,

Mary D. Mack  
Public Information Specialist



MACK/eh  
15/9/47

040-0 N.



12 September 1947

Mr. L. Malania  
Executive Officer  
Department of Economic Affairs  
United Nations  
Lake Success, New York

Dear Mr. Malania:

Since our telephone conversation, I have been advised that the meeting of the Materials and Industry Committee of the Economic Commission for Europe, which had been scheduled for the middle of October in Geneva, has been postponed to 15 November. Of course this modified materially the arrangement which we tentatively had reached concerning Mr. Ernest Weissmann. In view of the revised meeting date, I suggest that the following plan might meet the circumstances.

We are prepared to loan the services of Mr. Weissmann to United Nations for the purpose of attending this meeting and to pay his salary on a nonreimbursable basis during the time he is on loan. At that time, however, Mr. Weissmann will be in Washington since he will have completed his assignment in London, and consequently it will be incumbent on you to arrange for his travel and to take care of all expenses incident upon his travel from Washington to Geneva and return and during his stay in Geneva. On his return to the United States we would require the services of Mr. Weissmann at the Headquarters Office here in Washington for approximately one month, at which time his appointment here will be terminated and he will be available for appointment by United Nations.

Please let me know whether this arrangement meets with your approval. I regret that it will not be possible for us to release Mr. Weissmann completely in time that we may accept an appointment by United Nations to attend the meeting in Geneva.



400-Weissmann, Ernest - Sec.



9 SEP 1947

Mr. H. E. Caustin  
Deputy Director  
Division of Economic Stability  
and Development  
United Nations  
Lake Success, New York

My dear Caustin:

I am sorry that the promised follow-up of my telephone conversation with you early last week has been delayed. However, since the evening of the day I telephoned you I have been confined to bed with recurrent trouble from my old wound, and I expect to remain in a prone position for at least another week.

As I mentioned in our talk, I am rather concerned with the implied feeling of resentment toward the U. N. which I detect in personal correspondence from various members of our staff in India. This, of course, applies to the handling of applications received from Indian personnel per se. You are probably aware of the fact that at the end of 1945 and in the early part of 1946 UNRRA became distinctly persona non grata with the Indian Government because of its failure to recruit any Indian personnel, particularly in view of the fact that—in spite of tremendous internal difficulties—the Indian Government had made a substantial contribution of approximately 24 million dollars to the Administration. One of my first undertakings after joining UNRRA was to attempt to remedy this situation, and to some extent this was achieved by the recruitment of some 30 Indians for service in Washington headquarters, in China, and in scattered missions in the EMO. A few odd bodies are being taken over by the international agencies in China and elsewhere, but at the moment I am chiefly concerned with our New Delhi staff—where we have two particularly outstanding individuals. One is Mr. Amarjit Singh, formerly Director and currently Honorary Advisor to our New Delhi Office, and the other is Mr. D. N. Naravane, presently Director of the UNRRA Procurement and Recruiting Office in India. While I have not had the opportunity since talking to you of following up on this matter, I am sure that applications for these two men, as well as for others in our New Delhi Office, have been sent on to U. N. through the usual channels. These applications were submitted sometime ago and apparently not even an acknowledgment has been received by those concerned.

I am principally concerned with the fact that, as a successor agency in India, U. N. may inherit a portion of the bad-will which UNRRA originally

040-U.N.



Mr. H. E. Caustin  
Page 2

incurred and that this feeling may be even exaggerated by administrative carelessness in acknowledging applications and, even more basically, by failure to recruit a reasonable proportion of Indian Nationals who are well qualified to act in whatever field their experience may indicate. Through our administrative branch, I am endeavoring to follow up the course of the applications which have already been submitted. In the meantime, I am sending you a copy of the background of Mr. Naravane, present Director of our India Office, and am sure you will find somewhere in the U. N. files the application of Mr. Amarjit Singh.

I am writing to you personally on this matter because I feel sure you are aware of the sensitivity of Indians in this situation and of the possible repercussions which may develop should not the fullest courtesy and cooperation be extended to such personnel as are qualified in various fields of endeavor.

As a matter of interest, I would appreciate your comments on this question.

With kindest personal regards, I am

Sincerely yours,

A. McIver  
Executive Officer  
Far Eastern Affairs

AMcIver/ms  
8 Sept. 1947



8 SEP 1947

Mr. F. M. Begley  
Chief  
Maintenance and Engineering Service  
United Nations  
Lake Success  
New York

Dear Mr. Begley:

I am in receipt of your letter of 22 August to Mr. Curcio informing us that it will be necessary to discontinue the use of Room CC-089 which has been occupied by UNRRA at Lake Success.

I can readily realize that due to the expanding staff of U.N. you are in need of all available space and wish at this time to extend my appreciation for the loan of the room in question during the past year.

It is noted that you have arranged to store the UNRRA furniture and we will be getting in touch with you further at an early date regarding disposition of these items.

Yours very truly,

Frederick G. McMillen  
Chief  
Bureau of Administration



Flam/Fb  
8 Sept 1947

040-U.N.I



5 September 1947

Miss Betty Whitelaw  
Assistant to the Chief  
Appointments and Staff Relations Division  
United Nations  
Lake Success, New York

Dear Betty:

Mr. B. Bannerman Clark, about whom you inquired, was originally employed by UNRRA in London, England, for work as an accountant with the Balkan Mission. His salary at that time was \$ 1125. On 1 September 1944 he was transferred to Washington, D. C. as accountant at a salary of \$2500 plus taxes. He was given a living and quarters allowance of \$11.00 a day. On 1 May 1945 he was promoted to the position of Supervisor, General Ledger Reports Unit, at \$5000 a year plus a living allowance. On 1 September 1945 he was promoted to the position of Chief Accountant at \$6400 a year, and at this time the living allowance and per diem were discontinued in consideration of the fact that he was put on the U. S. salary scale. Also, no further taxes were absorbed by UNRRA. On 25 May 1946 Mr. Clark resigned his position.

The official record indicates Mr. Clark's services were completely satisfactory during his employment by UNRRA. He is apparently a competent accountant, and there has been no occasion to question the completeness or accuracy of any of his work. Personal conversations with his associates while he was employed here, however, indicate that Mr. Clark is not outstanding with reference to initiative and imagination.

Sincerely yours,

Frederick C. McMillan  
Chief, Bureau of Administration



3 SEP 1947

OFPA Ref. 092/14

Mr. Harold Caustin, O.B.E.  
Economic and Social Council  
United Nations  
Lake Success, New York

Dear Mr. Caustin:

With reference to our recent conversation on the question of the establishment of a Foundation or Trusteeship in China to handle long range projects, and on the possibility of its affiliation to the Economic and Social Council of the United Nations, I enclose, for your information, two reports by the Office of Far Eastern Affairs, together with a copy of a cable I despatched on 30 August to the Director of the China Office.

In connection with paragraph 1 of my cable to Shanghai, I should greatly appreciate it if you would review these reports and give any instructions you feel are proper to the Executive Secretary of the Economic Commission for Asia and the Far East in Shanghai.

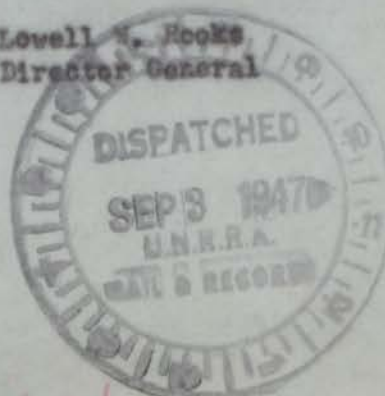
You will note that as a result of information received very recently, there is now some possibility that we might be able to handover agricultural rehabilitation projects to FAO, or alternatively, that any Trusteeship or Foundation which might be agreed upon might itself be affiliated to FAO.

Yours sincerely,

Lovell H. Hooks  
Director General

✓ Enclosures: 3

FDHarris:em  
2 September 1947



040-U.N.



Blue

28 August 1947

United Nations

Mr. William H. Wells, Chief  
Films & Television Section  
Division of Films & Visual Information  
Department of Public Information  
Lake Success, New York

Dear Bill:

I am enclosing copy of a letter which I just received from the Paramount Printing and Publishing Company. There seems to be a lack of enthusiasm on the part of the company about the project, and I rather sense a reluctance on their part to go ahead with it. In any event, I hope that you have given them the best available photographs for their purposes--and I assume, of course, that you have--so that our record will be clear throughout. If there are any developments, I will keep you advised.

One other matter: What is the status of the photographs which are being printed for use in the collections which are to be given to Governor Lehman, Mayor LaGuardia, General Rooks and for our archives? I hope we will get some early action on this because they have been needling me here in UNRRA, and Commander Jackson is expected back in Washington early in September. I want to be able to have everything all cleared up when he arrives.

With kindest personal regards,

Sincerely,



Will H. Stitt

Director of Public Information

Encls.

040-U.N.

26 AUG 1947

Mr. Robert L. Smith  
Bureau of Administrative  
Management and Budget  
United Nations  
Lake Success, New York

Dear Mr. Smith:

Thank you for your letter of 5 August 1947 addressed to Mr. Harry W. Marsh, transmitting a draft of the minutes of the first meeting of the Consultative Committee on Personnel Matters. The letter has been referred to me, since I have taken over Mr. Marsh's responsibilities as chief of the Bureau of Administration. I regret that because of the shift in personnel, there has been a delay in our reply.

UNRRA will be next pleased to continue its participation on the Consultative Committee. It will be represented at future meetings by Miss Isabel Bauer, Chief of Personnel; Mr. Irving L. Pomeroy, Management Analyst; or myself.

Following are our comments on the draft minutes:

1. On page 2, section 1(a), the statement that "UNRRA had found that a committee of this type was of value but felt it should be restricted to policy questions" should be amended to read as follows: "UNRRA had found that an inter-divisional committee to study and review all phases of employee remuneration was most helpful, but this committee was limited to consideration of policy questions and did not deal with individual cases."
2. On page 4, section 1(c), there is the statement that "The practice of the specialized agencies had been to have the salary administration function as a part of the personnel office . . ." since July 1945, position classification in UNRRA has been regarded, with some minor exceptions, as an integral part of the organization and management function. In Washington headquarters, it is true, with the virtual end of classification as a major administrative problem, the one or two remaining analysts were recently transferred to the Personnel Division. However, UNRRA's major experience has been with classification as an organization and management (as differentiated from a budgetary or personnel) function, and you may therefore wish to qualify paragraph (c) accordingly.

040-C.V.



3. On page 4, section 2(a), the last two sentences read: "It was pointed out that in the case of the United Nations, the various allowances amounted to more than fifty percent of base salaries. It would be necessary to consider the total emoluments of staff members if real uniformity were to be achieved." We mention this here simply to reemphasize that if we may rely on UNRRA's extensive experience in this respect, it is essential in the interests of equitable and effective administration that all employee remuneration policies and practices be regarded as part of a single integrated pattern, rather than as independent isolated factors.
4. On page 5, section 3, there is a list of localities to which first consideration should be given in the review of salary differentials. I believe that New York has been inadvertently omitted from this list.

You have undoubtedly noted that a typographical error exists on the first page, showing Mary Pettler as representative of the "International Relief Organization," rather than of the Preparatory Commission, International Refugee Organization.

If we can be of any further assistance, please let us know.

Sincerely yours,

Frederick C. Hallinan  
Chief, Bureau of Administration

cc: IKR:ner

ILPomer:vb  
25 August 1947



26 AUG 1947

Mr. William H. Stoneman  
Special Adviser to the  
Secretary-General  
United Nations  
Lake Success, New York

Dear Mr. Stoneman:

I am in receipt of your letter of August 19 with which you forwarded correspondence from Mr. Tellef Solheim, a former UNRRA employee, who is requesting compensation to cover injuries sustained in a jeep accident near Nurnberg, Germany on September 29, 1946.

In view of the fact that Mr. Solheim was employed in one of our European missions, he comes under the jurisdiction of our European Regional Office in London. We have forwarded your correspondence to the Personal Representative of the Director General in London requesting that he investigate the claim and take all necessary action in accordance with the regulations of this Administration.

Yours very sincerely,

Frederick C. McMillen  
Chief, Bureau of Administration



400 - Solheim, Tellef.



22 AUG 1947

Mr. Robert L. Smith  
Bureau of Administrative Management and Budget  
United Nations  
Lake Success  
Nassau County, New York

Dear Mr. Smith:

Thanks very much for your letter of 13 August, transmitting the redrafted copy of the Terms of Reference for the Committee of Experts on Cost of Living, the minutes of the Sub-Committee meeting, and the draft minutes of the Consultative Committee on Personnel Matters, as well as the pertinent Secretary General Bulletins on Salaries and Allowances. All of the material is most helpful. I have no additional comments to make concerning either the Minutes of our Sub-Committee meeting, or the Terms of Reference for the Cost of Living group.

With regard to the nomination by UNRRA of a member of the Committee of Experts on the Cost of Living, I have asked our personnel staff to suggest possible candidates and have requested our London office to do the same. Certain persons have been suggested as being able to give additional assistance with respect to finding suitable staff. You are undoubtedly aware of their names, but I am bringing them to your attention for possible future reference. They include Dorothy Brady, head of the cost-of-living group in the U. S. Bureau of Labor Statistics who has just returned from an ILO Conference; Faith Williams, who is in charge of international labor statistics at Bureau of Labor Statistics; Irving Kravis, assistant to Miss Williams, and Floyd Mann, formerly of Bureau of Labor Statistics, now at the University of Michigan Survey Research Center working under Dr. Likert. It is possible that Mr. Kravis or Mr. Mann might be available for a short term assignment with the Committee, although none of these individuals has been personally contacted.

There are one or two former members of the UNRRA staff with a general statistical and economics background as well as some experience in wage administration who might be available in the event a more specialized expert cannot be found, but I hesitate to recommend them until further exploration has been made in the field.

One of the unsettled points is the financing of the salary and expenses of the experts. It is my understanding that this will be taken care of by U.N. as a general service to all the specialized agencies. In view of UNRRA's being in the liquidation stage, we would of course derive little direct advantage at this time from the results of the project and there

040 - United Nations



Robert L. Smith

2

would therefore be little likelihood of getting an allocation of remaining funds for the purpose of employing an outside expert, although we are very glad to provide whatever information and related assistance is feasible during this liquidation period.

So far as my own situation is concerned, on the basis of present administrative thinking, I shall probably be with the organization for some months to come and therefore will be available for meetings with the Committee of Experts in September and beyond, up to the agreed upon 20% of my time. I will be in New York, by the way, on Tuesday and can be reached at the UNRRA office (111 Broadway, Telephone Worth 2-4050).

You may be interested in the attached copy of the cable which we have just sent to our London Office following up on our earlier request that they send us all available information and material on UNRRA experience in the whole field of remuneration, in connection with the work of the Consultative Committee on Personnel Matters and our Sub-Committee.

One other point comes to mind and that is the possibility that certain other localities should be added to the list <sup>which</sup> have priority in view of the fact that U.N. or some of the specialized agencies may have staffs in those cities very shortly. They include Rome, Athens, Copenhagen, and Brussels. But this point can be held for a later date. Thanks again for your help.

Sincerely yours,

Irving L. Posner

✓  
Enclosure

ILPosner/lfm





20 AUG 1947

Mr. F. A. Stefanini  
Director  
Bureau of Technical Services  
United Nations  
Lake Success, N. Y.

Dear Mr. Stefanini:

Within the next few days we will ship to your warehouse 800 copies of the Director General's Report to the Council for the last quarter of 1946, DGR-11. As you will recall from our correspondence of last April and May, these reports are for free distribution. We expect that there will be at least two more reports before this series is complete.

Sincerely yours,

Poelin Dai  
Chief of the Secretariat



640-United Nations

19 AUG 1947

Miss Frances Orkin  
Photo Distribution Officer  
Department of Public Information  
United Nations  
Lake Success, New York

Dear Miss Orkin:

Under separate cover I am forwarding to you some  
photographic negatives and plates which were re-  
ceived from the UNRRA Mission in Yugoslavia.

Very truly yours,

Phil H. Stitt  
Director of Public Information

PI/Hyde  
19/8/47



040-United Nations



*Blush*

18 AUG 1947

Miss Leone Muller  
Administrative Assistant  
to Director of Personnel  
United Nations  
Lake Success, New York

Dear Miss Muller:

Because UNHRA has had no occasion to use such a form as UN/P/X, we are unable to suggest changes based upon experience. Our recommendations, therefore, will be somewhat superficial.

It is believed that the form is too concentrated, spacewise, to be practical. At present it is an odd size, not convenient for attaching to standard sized files. We suggest that it be printed instead on 8" x 10 1/2" stock, on both sides, perforated at the top and printed inversely on the reverse side so that the whole document may be read without being removed from the file.

Such items as #15, for example, should be placed in a larger box.

Other specific points which concern us are items #11 and #14. We do not understand the distinction between "date appointed" and "date appointment was effective". Are they not identical?

It is noted that the form omits reference to the number of children and the birth dates of children. Since allowances are affected by these data, it is recommended that they be included.

Please call upon us for any assistance which we may be able to render in the future, since we are anxious to cooperate with UN to the fullest.

Yours sincerely,

Frederick C. [unclear]  
Chief, Bureau of Administration



IKremer/isa

18 Aug. 1947

*040 - United Nations*



18 AUG 1947

Mr. William H. Wells  
Chief, Film & Television Section  
Division of Films & Visual Information  
The United Nations  
Lake Success, New York

Dear Bill:

This letter will be your authorization to have prints from UNRRA negatives now in the possession of the United Nations made by Lens-Craft Studios, Inc. It is understood that the prints are to be provided at the special price of 50¢ each. On completion of the job, the bill should be send to UNRRA for payment. I have already discussed the matter with the Chief Executive Officer of UNRRA and he has told me to go ahead.

I am enclosing a copy of this letter which I wish you would transmit to Lens-Craft.

Sincerely,

Phil H. Stitt  
Director of Public Information

Enc.

DPI/PHStitt/dek  
18 August 1947



040-United Nations



15 AUG 1947

Mr. Paul Johansen  
P.O.I. Headquarters Liaison Service  
United Nations  
Lake Success, New York

Dear Mr. Johansen:

Mr. Phil Stitt, our Director of Public Information, has requested me to forward to you the bulk of our mailing lists, including plates and frames. I therefore want to notify you that the Barrett Transfer Company will deliver these items to the United Nations within the next few days, together with other equipment which we are shipping to the United Nations. It is my understanding that the Barrett Transfer Company will pick up this shipment on Friday, 15 August and that it will be delivered to the Receiving Department of the United Nations.

Under separate cover I am sending to you strip lists in lieu of those of our mailing lists which we find it necessary to retain at this time.

Yours very truly,

Joseph D. Cooper  
Administrative Planning Staff

cc: Mr. Stitt  
JDCooper/top  
14 August 1947



040-United Nations

*Blue*

13 AUG 1947

Mr. R. S. Hausner  
Assistant Chief  
Appointments & Staff Relations Division  
United Nations  
Lake Success, New York

Dear Mr. Hausner:

Your letter of 5 August 1947, addressed to Mr. H. W. Marsh, has been referred to me, since Mr. Marsh left the Administration a few days ago.

We are glad to provide the information requested in your letter. The attached sheet lists the data you requested.

If you require additional information in connection with the non-reimbursable loan of these persons, please feel free to communicate with us again.

Sincerely,

Isabel K. Kremer  
Chief Personnel Officer

Attachment

HMilton/eg  
13 Aug. '47



040 - United Nations.



"UNRRA Title"	"UNRRA Salary"	"Effective Date of Transfer to UN"	"Beginning & Ending Date UNRRA Paid Per Diem Allowance During Non-reimbursable Loan"	"Termination Date from UNRRA-or effective date Non-reimbursable loan ended"	
Bessie Aboulafia	Secretary Grade 5	\$2800 a yr.	16 May	No per diem allowance	30 June 1947
Dorothy Patrick	Clerk-Steno. Grade 4	\$2730 a yr.	1 May	No per diem allowance	30 June 1947
J. Crawford Brooks	International Agency Liaison Officer Grade 11 <u>1/</u>	\$5975 a yr.	10 Feb.	No per diem allowance	30 June 1947
Mary E. Stockie	Secretary Grade 7	\$3500 - <u>2/</u> 3600 a yr.	29 Jan.	No per diem allowance	30 June 1947
O. Rossman	Observer Grade 11	\$6425 a yr.	3 Apr.	No per diem allowance	30 June 1947

1/ This was Mr. Brooks' title while on loan to UN; previous to the transfer he was Liaison Officer in our Office of Far Eastern Affairs.

2/ Miss Stockie's salary at the time of transfer was \$3500, but on 16 March 1947 her salary was increased to \$3600 as the result of an annual increment for satisfactory service.

NOTE: All salaries above do not include the Administration's contribution to the Provident Fund for the employees; this contribution amounts to 7½% of the salary.



*Blue*

11 August 1947

Major General Richard D. Lewis  
Personal Representative of the  
Director General  
United Nations Relief & Rehabilitation  
Administration  
11 Portland Place  
London W. 1, England

Dear Sir:

Attached for your review and for appropriate action is the appeal of George Alpern whose payroll title has been Messing Officer, although his assignment in German Operations was for a long time Acting Team Director.

We have attached copies of the significant documents in the case. An evaluation of his service on 6 June 1947 gives a final rating of "Superior", although his Record of Service shows final rating as "B" - "Excellent/Superior". The personnel evaluation describes his duties as an Assembly Center Executive, although the Record of Service states, "He has rendered valuable service to the Administration not only as a Messing Officer, but as Acting Team Director".

We will appreciate your early recommendation in this case so that final action can be taken and the file closed.

Sincerely yours,

Frederick C. McMillen  
Chief  
Bureau of Administration

Enc.: *[Signature]*

Ltr. of Appeal dated 27 July 1947  
UG-1 dated 2 Jan 1947  
Transfer Slip dated 4 Oct. 1946  
Transfer Slip dated 12 May 1947  
UG-1 dated 17 March 1947  
Recommendation for Promotion 20 Oct. 1946



GBRoessing/ew

*A-13571*

*N.C.I.*



8 AUG 1947

Mr. Robert Smith  
Division of Salary Administration  
Room U-316  
United Nations  
Lake Success, N.Y.

Dear Mr. Smith:

It just occurred to me that I neglected to get from you a copy of the tentative minutes of the consultative committee on personnel covering the establishment of the subcommittee on salary administration. I should greatly appreciate receiving a copy of those minutes, as well as the preceding and succeeding minutes, since I have not been able to locate a set in our own files.

I enjoyed our sessions and feel hopeful that something good will come out of the plans made.

Thank you for your help and cooperation.

Sincerely yours,

Irving L. Posner  
Management Analyst

ILPosner:vb  
8 August 1947



040-United Nations

7 August 1947

Miss Leone Muller  
Administrative Assistant  
to Director of Personnel  
United Nations  
Lake Success, New York

Dear Miss Muller:

Thank you for your letter of 1 August, 1947, addressed to Mr. Marsh, which accompanied the draft minutes of the second meeting of the Consultative Committee on Personnel Matters, and statement of the agreements reached.

etc.

Yours sincerely,

Frederick C. McMillen  
Chief, Bureau of Adm.

040 - United Nations



7 August 1947

Miss Mary G. Saiton  
Director, Personnel Bureau  
United Nations  
Lake Success, New York

Dear Miss Saiton:

Since I presently occupy the position formerly held by Mr. Harry A. Marsh as Chief of the Bureau of Administration of UNRRA, Mr. Brown, the Chief Executive Officer, has referred to me your letter of 31 July 1947, which states that the first meeting of the Committee to study the problem of cost of living differences is scheduled for 7 August.

We are very happy to send a representative to this meeting. During his employment by UNRRA, Mr. Irving Posner has had a great deal of opportunity to study this particular problem, not only from the standpoint of the Headquarters Office from Washington, but also for a number of weeks in our European Regional Office in London and in the various Country Missions in Europe. I feel sure that Mr. Posner will be able to make a substantial contribution to the work of the Committee.

Mr. Posner will probably already have met with the Committee by the time you receive this letter. I wanted, however, to reaffirm the assurance you have had from Mr. Marsh that we are most anxious to cooperate in all respects with the efforts you are making toward bringing about a degree of uniformity in personnel policies and procedures throughout all international agencies.

Sincerely yours,

Frederick C. McWhorter  
Chief, Bureau of Administration  
UNRRA



040-01N

5 August 1947

Mr. Charles H. Alspach  
Chief, Services Section  
Division of Social Activities  
Room 200 - United Nations  
Lake Success, L. I.  
New York

Dear Charles:

Since we have recently received two or three copies of the enclosed statement about social Services in Poland, I thought perhaps either you or Maude might like to have one of the copies for your files.

It was good to see you last week, and I hope by the time I return my tan will match yours,

Sincerely,

Molly Flynn  
Special Assistant to the  
Chief Executive Officer

040-01N



Blue

5 AUG 1947

Mr. John McDiarmid  
Assistant Chief  
Recruitment, Examining & Placement Division  
United Nations  
Lake Success, New York

Dear Mr. McDiarmid,

As requested in your letter of 14 April 1947 addressed to Mr. Harry W. Marsh (your file No. AFS-220), we are transmitting herewith our Invoice No. Jun. M-150 covering payments made by this Administration to Col. W.C. Spackman in connection with his detail to the United Nations Balkan Boundary Commission.

Will you please approve our invoice and forward it to your Comptroller's Office for payment.

Sincerely yours,

H.A. Hazell, Director  
Audit and Claims Division

4 August 1947  
E. Anderson:elw

con-D-415'



N.C.

4 AUG 1947

Mr. William H. Wells  
Chief, Films and Television Section  
Department of Public Information  
United Nations  
Lake Success, New York

Dear Bill:

I just returned to the office today after an absence of two weeks and found the enclosed letter. I don't know anything about "The People's Charter". Will you let me know what it is all about?

Sincerely,

Phil H. Stitt  
Director of Public Information

✓ Enclosure



PHStitt/sh  
4/8/47

040-U.N.



30 JUL 1947

Mr. Dimitry Varley  
United Nations  
Lake Success, New York

Dear Mr. Varley:

Gayer has given me your letter regarding passage for some neighbors to Wellington, New Zealand.

Our Travel Branch advise me that it took them six months to arrange passage to Australia for Commander Jackson's wife and then all she was able to obtain was a berth in a cabin for twenty on a troop ship.

The Travel Bureau advise me that steamship passage is to all intents and purposes impossible but air passage might possibly be arranged. If that would be satisfactory, I should be glad to see what arrangements can be made.

Sincerely yours,

L. M. Wright, Acting Director  
Ocean Shipping Division

info copy K.Borders no further clearance ar 30 July 47



040-U.N.

29 JUL 1947

OFEA Ref. 206/12

Mr. A. Alcan  
Division of Economic Stability and Development  
Room C-68  
United Nations  
Lake Success, New York

Dear Mr. Alcan:

Thank you for your letter of 25 July enclosing papers E/480, E/475 and E/491. I shall be grateful if I might have two additional copies of E/491, as well as one copy each of the following papers referred to in the Agenda of the Economic and Social Council.

E/470, Transfer of certain Assets from the United Nations to the World Health Organization

E/469, Interim Report of the Preparatory Committee of the International Conference on Trade and Employment

E/462, Report of the Secretary-General on Relief Needs after the Termination of UNRRA

E/459, Interim Report of the International Children's Emergency Fund.

Yours sincerely,

F. D. Harris  
Chief  
Far Eastern Affairs

FHarris/ec  
29 July 1947



040-UN



28 JUL 1947

Mr. E. Delavenay  
Director, Editorial Division  
United Nations  
Lake Success, New York

Dear Sir:

In compliance with the request as stated in your letter of 21 July 1947, I am sending you the attached translations of the Resolutions of UNRRA in the French, Russian, Polish and Spanish languages which I hope might be of some reference to you. As you will note, a number of the Resolutions which you mentioned in your letter have not been translated into foreign languages.

There has not been any French translation of the document entitled "Economic Recovery in the Countries Assisted by UNRRA".

Sincerely yours,

P. W. Kuo  
Deputy Director General  
In Charge of the Secretariat

✓ Attachments



040-U.N.

28 JUL 1947

Miss Mary Smieton  
Director  
Bureau of Personnel  
United Nations  
Lake Success, New York

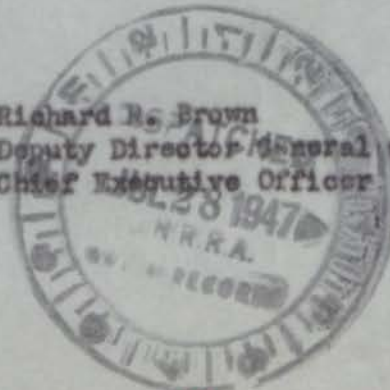
Dear Miss Smieton:

This will acknowledge receipt of your letter of 22 July 1947 addressed to Mr. Marsh in which you request that UNRRA designate a representative to act as a member of a committee to determine a program of work for an investigation of the cost of living for international officials in various countries of the world.

We are very glad to cooperate in this matter and to make available the accumulated experience of UNRRA with relation to field living allowances, pay differentials, etc. As a representative of UNRRA on your Committee, I am designating Mr. Irving Posner, a Management Analyst from our Bureau of Administration. It is understood that the amount of time of Mr. Posner necessary to the Committee's work will not exceed 25% of his normal working time and that attendance at meetings and work which he may do for the Committee can be fitted into his other responsibilities at this Headquarters. Will you please advise Mr. Posner directly and as soon as possible when the first meeting of the Committee may be held.

Sincerely yours,

Richard R. Brown  
Deputy Director General and  
Chief Executive Officer



HMM:ash/fb  
24 July 1947

*406 Posner, Irving*



24 July 1947

Mr. David Weintraub, Director  
Division of Economic Development  
United Nations Organization  
Lake Success, New York

Dear David:

I am sorry to learn that you grow no wiser as you grow older and that you have again worked yourself into bed. It ain't worth it my friend and I recommend a radical reform in your mode of life. Notwithstanding it, I hope you have recovered and are now back on the job.

This is principally to inquire about the status of the Ordning Plan and the possibility of Herman Winberg making contacts with somebody in connection with the setup of the Plan in the U.S. I think I am responsible for hiring Mr. Winberg and have had no occasion to regret it. He has some independent means, I am sure, so in a sense works for the love of it just as hard as if he were dependent on it for his livelihood. He has had a lot of business experience in addition to working with us. He is vigorous and has a great deal of enthusiasm. I gather he also has contacts with various Jewish organizations.

He made an effort to see somebody at Lake Success but was coldly rebuffed by the outer watchdogs on the ground that he is a supply man and not qualified for a money-raising job. This is nonsense of course, though I am gradually beginning to realize what it is to be tagged by your last job. I would appreciate it if you would have your scouts find out just what has happened and see how Mr. Winberg would go about getting an interview with somebody who will be working on the U.S. side of the Plan.

My days in UNRRA are drawing to a close as you know. This week I am engrossed in writing history and winding up tag-ends. Svenson is taking over on 1 August. I shall not believe I am gone, particularly since I shall be working in the same building.

Please drop me a note on Mr. Winberg at your earliest convenience since I am sure he will be expecting a reply from me. He is not enjoying doing nothing and is anxious to find a spot and get to work.

As Ever,

Karl Borders, Chief  
Bureau of Supply

KBorders:hg



400- Winberg, Herman - Security

23 JUL 1947

Purchase and Supply Division  
United Nations  
Lake Success, Nassau County, New York

PERSONAL ATTENTION: Mr. Walker

RE: Purchase Order No. 11989

Dear Mr. Walker:

Mr. Bert Rand, our Surplus Disposal Officer, has asked me to write you about certain of the items of duplicating equipment which are for eventual transfer to the United Nations in accordance with previous purchase arrangements. My understanding is that all items of duplicating equipment not transferred to the United Nations at the time of the original transaction are to be retained by UNRRA until it has no further use for them.

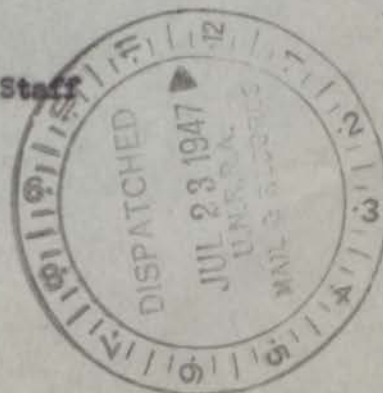
At this time we can release to you two mimeograph machines, Model 92, with stands, one work bench, one collating rack, one Electromatic typewriter, and other miscellaneous items of furniture included in the original transaction.

Please write directly to me and notify me as to the arrangements you wish to make for picking up these items. As rapidly as we can dispose of other equipment, you may be sure that we shall lose no time in making the transfer to the UN. It is my impression that the cost of shipment will be borne by the UN.

Sincerely yours,

Joseph D. Cooper  
Administrative Planning Staff

JDCooper/top



040-U.N



21 JUL 1947

OFFER Ref. 206/12

Mr. A. Alcan  
Division of Economic Stability and Development  
Room C-68  
United Nations  
Lake Success, New York

Dear Mr. Alcan:

I would like to convey my thanks to you and Mr. Brand, as well as to Mr. Crimley of your transportation service for the courtesy extended to me during my visit to Lake Success.

I should appreciate it if when these papers are available you would supply me with the report by the Committee of the Whole. I should also appreciate receiving copies of the revised agenda and the order of business for the current meeting on the Economic and Social Council.

Yours sincerely,

P. B. Harris  
Chief  
Far Eastern Affairs

PBHarris/ee  
21 July 1947





18 July 1947

United Nations

Mr. William H. Wells, Chief  
Films & Television Section  
Division of Films & Visual Information  
Department of Public Information  
Lake Success, New York

Dear Bill:

I am enclosing a letter from Harland Graver, formerly with UNRRA. Mr. Graver would like to know what became of some UNRRA footage shot by Sgt. Treville Chown, a British Army photographer. He thinks that the film might still be of some interest to us--for our archives if nothing else. Also enclosed is a list of the numbered negatives which Graver thinks might help in locating the newsreel.

With kindest personal regards,

Sincerely yours,

Phil H. Stitt  
Director of Public Information

✓ Encl.



040-UN



16 JUL 1947

Mr. William S. Moore, Jr.  
Personnel Officer  
United Nations  
Lake Success, New York

Dear Sir:

I have your letter of 11 July, inquiring about Mrs. Betty R. Taylor, who is being considered for a permanent appointment.

Mrs. Taylor was employed by UNRRA from 24 September 1945 until 15 November 1946. When she entered on duty she was a cable clerk-typist and then was promoted to a teletype operator. I found Mrs. Taylor to be competent and able. In addition, she was ambitious to learn additional duties other than her own, which made her extremely valuable to us. If it were not for the fact that she considered the position at United Nations a promotion, we would not have released her. I am not in a position to answer your questions concerning intolerance with regard to race, religion and nationality. However I saw nothing in her attitude while working here which would leave me to believe that she may have any prejudices of this kind.

Sincerely yours,

GJGould:hmk  
16 July 1947



14 JULY 1947

MR. ROBERT CLAUS, CHIEF  
ARCHIVES SECTION,  
UNITED NATIONS  
LAKE SUCCESS, N.Y.

REFERENCE: 405-4-3:RC

DEAR SIR:

ONE OF THE SETS OF REPORTS REQUESTED BY MR. WICKWAR EVIDENTLY IS THE "BACKGROUND FOR WELFARE PLANNING" SERIES ISSUED BY HEADQUARTERS WELFARE DIVISION. EXTRA SETS OF THE "WELFARE SERVICE" SERIES ISSUED BY OUR LONDON OFFICE WERE DUPLICATED HERE, SO THEY WILL NOT BEAR THE PRINTED COVER MENTIONED BY MR. WICKWAR.

THIRTEEN ISSUES OF THE FIRST SERIES AND FIVE ISSUES OF THE SECOND SERIES (AS PER THE ATTACHED LIST) HAVE BEEN SENT YOU UNDER SEPARATE COVER. WE HAVE EXTRA COPIES OF EACH, SO IT WILL NOT BE NECESSARY TO RETURN THEM.

MISS MAUDE BARRETT, FORMERLY WITH OUR WELFARE DIVISION AND NOW WITH UNITED NATIONS, HAS A GREAT DEAL OF UNRRA WELFARE DATA AND IF MR. WICKWAR REQUIRES ADDITIONAL MATERIAL IT IS QUITE POSSIBLE THAT MISS BARRETT'S OFFICE CAN SUPPLY IT.

YOURS TRULY,

---

CYRIL E. PAQUIN, CHIEF  
RECORDS SECTION

040-U.N.



BACKGROUND FOR WELFARE PLANNING SERIES;

BRITISH MALAYA  
BURMA  
CHINA (2)  
CZECHOSLOVAKIA  
GERMANY  
GREECE  
ITALY  
MIDDLE EAST CAMPS  
NETHERLANDS INDIES  
PHILIPPINE COMMONWEALTH  
POLAND  
FRENCH INDOCHINA

WELFARE SERVICES SERIES;

BELGIUM  
FRANCE  
ITALY  
LUXEMBOURG  
NETHERLANDS

8 JUL 1947

Mr. Adrien H. Alcan  
Far Eastern Section  
✓ Department of Economic Affairs  
United Nations  
Room C-68  
Lake Success, New York

Dear Mr. Alcan:

Thank you for your memorandum of the 3rd July  
and enclosures relating to the First Session of E.C.A.F.E.  
in Shanghai, together with other papers.

Yours sincerely,

F. D. Harris  
Chief  
Far Eastern Affairs

FHarris/ec



040-U.N.



3 JUL 1947

Mr. William H. Wells  
Department of Public Information  
Films & Visual Information Division  
The United Nations  
Lake Success, New York

Dear Bill:

Commander Jackson has informed me that it has been decided for UNRRA to present picture albums to the three Directors General - Governor Lehman, Mayor LaGuardia, General Rooks - to Commander Jackson and one for archives, a total of five.

I have in my desk the set which you selected from the files at Lake Success recently. To complete the albums we would need four additional sets with captions. The numbered photographs are enclosed herewith. In addition to those you have already selected, Commander Jackson has asked whether it would be possible "to push a few more into the collection covering major projects such as the Yellow River, and heavy supplies, e.g. agricultural machinery, locomotives, bridging material, etc.? Would it also be possible to include personalities such as Sergeichio, Menshikov, Feonov, Illuschenko, Maben, Van Hyde, Drury, Ward, Katzin, MacDuffie, Weintraub, Brown, and Generals Morgan, Gale, Rooks and Edgerton?"

Jackson's suggestion is that we do nothing about <sup>but</sup> mounting the photographs and captions, leaving the binding to the person who receives the pictures. His thought is that those who get the albums may have some pictures of their own which they will want to include in the collection before it is bound. Do you have any firm in mind to do the mounting? I would appreciate it if you will advise me.

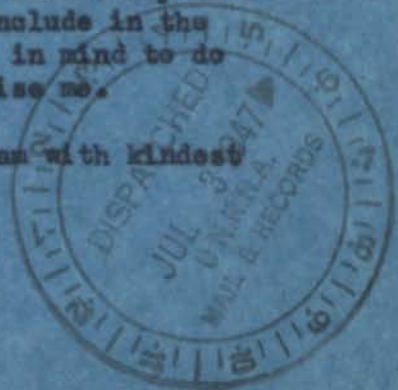
Hoping that everything is lovely on your new job, I am with kindest personal regards,

Sincerely,

Phil H. Stitt  
Director of Public Information

Enc.  
3 July 1947  
DPI/PHStitt/dek

040-01N1



3 JULY 1947

HAROLD E. CAUSTIN, ESQ., DEPUTY DIRECTOR  
DEPARTMENT OF ECONOMIC AFFAIRS,  
DIVISION OF ECONOMIC STABILITY AND DEVELOPMENT,  
UNITED NATIONS ORGANIZATION  
LAKE SUCCESS, NEW YORK

ATTENTION: MR. JOEL GORDON

DEAR SIR:

ATTACHED IS A LIST OF THE REPORTS AND STUDIES REQUESTED BY  
YOU. THESE WERE SHIPPED TODAY, PREPAID, ADDRESSED TO YOUR  
OFFICE.

WHEN WE ACCUMULATE ADDITIONAL MATERIAL WE WILL AGAIN SEND  
AN ITEMIZED LIST FOR YOUR ATTENTION.

RESPECTFULLY YOURS,

CYRIL E. PAQUIN  
CHIEF, RECORDS SECTION

ATTACHMENT (1)

*List mailed 3/7/47*  
*040-United Nations Organization*



1 JUL 1947

Honorable Trygve Lie  
Secretary General  
United Nations  
Lake Success  
New York

My dear Mr. Lie:

I have a report from Mr. Marsh, Chief of our Bureau of Administration, who was a member of the working body on the matter of an International Civil Service Commission. Mr. Marsh has handed me a copy of the report of the Working Body and informs me that this report is to be submitted to a coordination committee before any action is taken by you.

I am also informed by Mr. Marsh that UNRRA is not represented on the Coordination Committee and I therefore am taking this opportunity of expressing to you my interest in the subject. Although UNRRA is gradually going out of existence it continues to have a very practical and sincere interest in the coordination of the personnel policies of various specialized international agencies as well as in the United Nations itself. This interest is not only on account of the very considerable number of employees of all of the agencies who have served with UNRRA, but because of my conviction that some standardization of personnel policies and practices is essential to the efficient operation of the agencies and to their effective cooperation in their various fields of endeavor.

From my own experience in UNRRA I believe it is a matter of primary importance that an agency such as that described in the report of the Working Body be brought into existence at the earliest possible date. Even though the proposed personnel board is limited in its sphere of activity to advice and counsel to all of the international agencies, if properly constituted it can be made a most useful instrument for helpful guidance to all the agencies. It should save them many mistakes and a great deal of trouble in the future. I am, therefore, taking the liberty of expressing to you my sincere hope that with the help of the Coordination Committee you may find it possible to bring this board into existence without delay.

May I renew my offer of assistance from UNRRA and its staff in any of the activities or efforts which you have in mind in the future?

Very sincerely,  
LWS

Lowell H. Rocks  
Director General

LMH:rb  
25 June 1947

040-United Nations



1 July 1947

Miss Mary Saiton  
Director of Personnel  
United Nations  
Lake Success  
New York

My dear Miss Saiton:

I want to keep you informed of any developments here with respect to the matter of the creation of the International Personnel Advisory Board. General Books discussed the matter with me at some length the other day and has just dispatched a letter to Secretary General Lie, copy of which I enclose. I discussed this matter briefly with Mr. Barrett over the telephone and he seemed to think such a letter would do no harm.

Very sincerely yours,

Harry W. Marsh  
Chief, Bureau of Administration

Enclosure



040-United Nations