

040

UNITED NATIONS ORGANIZATION

AUGUST 1946

UN Org.

046-United Nations
Aug 31 1945

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

Deeply appreciate your inviting UNRRA be represented in capacity of observer at forthcoming 3rd session Economic and Social Council. Because Administration's interest so varied in view complex program and geographic factors suggest accrediting at least following two senior officials Richard R. Brown, Asst. Deputy Director General, Washington, Miss Mary Gibbons, Deputy Director General and Chief Bureau Relief Services, UNRRA London. Trust this suggestion meets your approval since believe it will permit Administration make greatest contribution to solving mutual problems and also assist Administration expediting necessary liquidation and transfer requirements.

Major General Lowell W. Rooks
Acting Director General

R.R.Brown/eg

Channel Rooks - LWR

Aug 31 10 43 AM '45

RECEIVED

UNRRA

INCOMING CABLEGRAM

040 - V. N. O.

R

NUMBER: 10469
FROM: London
DATED: 31/8/46
RECEIVED: 31/8/46 - 6:53 a.m.

Baster from Polak.

1. Owing change DG's travel plans full approval UNO report September 1 impossible.
2. Hopeful cable you DG's views on: (A) country sections; (B) introduction and; (C) text covering letter on September 3.
3. Note Robinsons comments. All figures currency chapter documented but delete sentence 20 percent national income. You will redraft other chapters. Drury approved whole text in Geneva.

STANDARD DISTRIBUTION

*EA

ed:eb 311118
tp:rbb 020902
67c

X- 271 —

040-
Miss K. Midwinter
Refugee Division
Department of Social Affairs
United Nations
P. O. Box 1000
New York, New York

28 AUG 1946

Dear Miss Midwinter:

I am enclosing the original and one copy of the minutes of the second meeting of the Joint UNRRA-UN Planning Commission (Plan.Comm/6). The original copy has been signed by Mr. Van Hynning, acting chairman, and myself. If these minutes meet with your approval, will you please sign in the space provided and return the original to me?

From the copy you retain it will be possible for you to have additional copies run off for distribution to the UN members of the Commission.

Sincerely yours,

R. J. Youdin
Secretary
Joint UNRRA-UN Planning Commission

Enclosure

RJYoudin/cjj
28/august/1946



FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

23 Aug 1946

CROSS INDEX

040 United Nations

TO

J. T. Sanders

FROM

C. A. Ryshpan

SUMMARY

Concerning the U. N. assembly etc.....

RECORD FILED

270 (Economic Recovery)

TYPIST

vb

DATE

3 Sept 1946

22 August 1946

0440-United Nations

Memorandum

To : W. Hudson

From : C. A. Ryshpan *CAR*

I am attaching six copies of the version of the country sections of our report for ^{the} United Nations which went to the United Nations on the first of August. This version embodies some additions and corrections submitted by the Bureau of Supply and other offices in UNRRA but does not include the changes suggested by the Country Programs Branch since, as you recall, those comments were taken to Geneva by Mr. Tolley and were returned to us too late for inclusion in the draft which had to be submitted to United Nations by the first of August.

These comments, plus additional comments which we have received from the missions, will be taken into account in the final draft, which is to go to ^{the} United Nations approximately the first of September. I should very much appreciate it if you could have the appropriate people in the Bureau of Supply go over this amended version by no later than Tuesday the twenty-seventh and give us any revisions that you think should be made in it, which can then be included in the final draft. Mr. Baster will be back on Monday and these comments can go to him.

Because of the small number of copies of this version available, I am not sending any copies to Mr. Border's office but am trusting you with all that are available for clearance in the Bureau of Supply.

Attachments

040- United Nations

22 August 1946

Memorandum

To : F. Weial

From : C. A. Ryshpan

I am attaching a copy of the version of the country sections of our report for the United Nations which went to them on the first of August. This version embodies corrections and suggestions submitted by UNRRA Headquarters personnel in time for inclusion. I should appreciate it if you would send us any further suggestions and revisions you would wish included in the final draft, which is to be submitted to the United Nations approximately the first of September.

Attachment

CAR

Cross Reference
040 United Nations
21 August 1946

Mr. Douglas Travers
RKO-Pathé News, Inc.
625 Madison Avenue
New York, N. Y.

Dear Doug:

The United Nations wishes to order some footage from the fine grain or negative films, as the case may be, which are on deposit with you.

This is to authorize you to accept any such orders from the UN; however, specifically the material they want at this time is as follows:

1. Dupe negative of the sequence of cattle being loaded, to children drinking milk, which was taken from the film UNRRA IN POLAND. You hold this sequence-both in fine grain-and the whole film.
2. Dupe negative of cuts from fine grain identified as Hopkinson's Yugoslav material, which was turned over to you for the preparation of UNRRA REPORTS TO THE U.S.A.
3. Clip showing Displaced Persons receiving stew in the chow line in Belgium. This clip is in footage we obtained from the National Film Board of Canada and turned over to you for preparation of UNRRA REPORTS TO THE U.S.A. It was not used in the finished film.

I will ask them to place their order with you so that the material they want can be definitely identified.

Sincerely,

Maurice Liu
Acting Chief
Visual Media Branch
Office of Public Information

cc: Mr. Jean Benoit-Levy
Chief, Films Division
Office of Public Information
United Nations
New York, N. Y.

ELI:umd



050 RKO-Pathé News, Inc.

21 August 1946

6240
11-18
Mrs. Hays
Film Library
United Nations
RMO Building
6th Avenue
Room 2713
New York, N. Y.

Dear Mrs. Hays:

I am mailing to you today a 35mm. print of our film,
UNRRA REPORTS TO THE U.S.A. It should reach you within
the next few days.

Since I am coming up to New York today, I shall bring
a 16mm. of this film with me.

Sincerely,

Maurice Liu
Acting Chief
Visual Media Branch
Office of Public Information

Under separate cover:

1 - 35mm. print
UNRRA REPORTS TO THE U.S.A.



Central Registry
Rm 226

20 August 1946

Mr. Norman Chester
Chairman of Working Party on
Staff Benefits
United Nations
P. O. Box 1000
New York 1, New York

My dear Mr. Chester:

This is to request your consideration and advice with regard to the disposition of one of UNRRA's continuing obligations, namely, its obligation to its employees arising out of occupational injuries.

UNRRA has made provision for employees compensation in its Administrative Order No. 22, a copy of which is attached. Financial provision for the obligations has been made through the establishment of reserves. Since many of the liabilities covered by these reserves will continue after the liquidation of UNRRA has been completed, it is necessary to plan arrangements whereby the administration of this Administrative Order No. 22 may be continued. One possibility is that the remaining liabilities, both known and unknown, could be transferred to private insurance companies for a consideration payable out of the reserves being established.

Before choosing this or any other device it is thought desirable to explore the possibility of having the Administration of the plan taken over by United Nations. If you agree that this is a suitable subject for further exploration, I would very much like the opportunity of discussing the matter further. You may be sure of my appreciation of any thoughts which you may have about this problem.

Sincerely yours,

Ralph E. Boyer
Director
Division of Finance



Attachment

REBoyer/rk

Cleared by: Mr. Turner
Mr. Lisner

20 August 1946

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE Outgoing

CROSS INDEX 20 August 1946

040 - United Nations

Poland Miss. - 211.41 - #2803

TO
Warsaw (for LaGuardia)

FROM
LWRooks (Acting DG)

SUMMARY

RECORD FILED

040 - United Nations - Security

TYPIST

kw

DATE

14 October 1946

040-United Nations *cc*

19 AUG 1946

The United Nations Relief and Rehabilitation Administration presents its compliments to the Secretariat of the United Nations and has the honor to acknowledge receipt of a memorandum dated 12 August 1946 relative to the co-ordination and exchange of information between international organizations concerning all current and projected conferences and meetings. This Administration is prepared to give full cooperation to the suggestion as outlined in the aforementioned memorandum and will act accordingly as the occasion arises.

This Administration convenes two regular sessions of its Council every year and notification will be transmitted to the United Nations on such sessions. It is assumed that no information is required for meetings of the standing and ad hoc committees of the Council.



JP

16 August 1946.

040
EC
Mr. A. H. Feller
General Counsel
United Nations
(Member Joint UN-UNRRA Planning Commission)
Hunter College
Bronx 63, N. Y.

Dear Mr. Feller:

We are enclosing herewith a copy of tentative drafts of Chapters III, V and VI, which together with Chapters II and IV previously sent to you completes the outline of the report. The Commission agreed that Chapter I should be drafted after final agreement upon Chapters II to VI.

It is hoped that the members of the Commission may have reviewed and prepared their suggestions for changes, deletions and additions to Chapters II to VI by Friday, 23 August, the date set for the next meeting of the Commission.

In view of the fact that two of the UNRRA members of the Commission are in Geneva and have not had an opportunity to review the drafts thus far submitted, it is requested that this material be considered as merely tentative, and that final action on the Commission report be postponed until the members of the Commission may meet together for its final review. It is expected that the UNRRA members will return by the end of next week, which will give sufficient time for their consideration of the report before its submission to the Director General of UNRRA and the Secretary General of United Nations. It is also desirable, of course, that decisions reached in Geneva, which may affect the content of the report, be available before its completion.

Final arrangements for the time and place of meeting on the 23rd of August will be made by telephone. I believe you know it is planned that the meeting will be held at the offices of the United Nations, wherever your offices are located at that time.

Sincerely yours,

Conrad Van Hynning
Director, Office of Planning
International Agency for
(Vice-Chairman Joint
Commission)



CVH:CS
Enclosures

✓ X-271

16 August 1946

040
cc Mr. Henri Laugier
Assistant Secretary General
United Nations
(Chairman, Joint UN-UNRRA Planning Commission)
Hunter College
Bronx 63, N. Y.

Dear Mr. Laugier:

We are enclosing herewith a copy of tentative drafts of Chapters III, V and VI, which together with Chapters II and IV previously sent to you completes the outline of the report. The Commission agreed that Chapter I should be drafted after final agreement upon Chapters II to VI.

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Sincerely yours,

Conrad Van Hynning
Director, Office of Voluntary & R.R.A.
International Agency Liaison & RECORDS
(Vice-Chairman Joint UN-UNRRA Planning
Commission)

CVH:GS
Enclosures



✓ X-271

16 August 1946.

040 Miss Mary Smieton
Director of Personnel
United Nations
(Member of Joint UN-UNRRA Planning Commission)
Hunter College
Bronx 63, N. Y.

Dear Miss Smieton:

We are enclosing herewith a copy of tentative drafts of Chapters III, V and VI, which together with Chapters II and IV previously sent to you completes the outline of the report. The Commission agreed that Chapter I should be drafted after final agreement upon Chapters II to VI.

It is hoped that the members of the Commission may have reviewed and prepared their suggestions for changes, deletions and additions to Chapters II to VI by Friday, 23 August, the date set for the next meeting of the Commission.

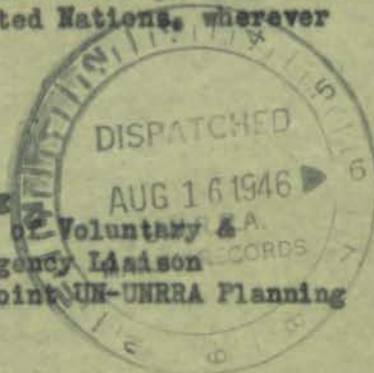
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Final arrangements for the time and place of meeting on the 23rd of August will be made by telephone. I believe you know it is planned that the meeting will be held at the offices of the United Nations, wherever your offices are located at that time.

Sincerely yours,

✓ 271 —————
Conrad Van Hynning
Director, Office of Voluntary & A.
International Agency Liaison
(Vice-Chairman Joint UN-UNRRA Planning
Commission)

CVH:GS
Enclosures



Mr. McEach
SECRETARIAT
IC/131
15 August 1946

040 **UNITED NATIONS NATIONS UNIES**

INFORMATION CIRCULAR NO. 131

To: Members of the Staff

Subject: TELEPHONE NUMBERS AFTER 20 AUGUST 1946

After midnight on Monday, 19 August 1946, Melrose 5-4700 numbers will automatically be changed to Fieldstone 7-1100. Anyone wishing to reach Hunter College after this date may do so by calling Melrose 5-4710..

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

15 August 1946

CROSS INDEX

040 - United Nations

691 - (Child Welfare)

TO

Miss Anny Marguerite Bruderlin
Pappelweg 41
Bern, Switzerland

FROM

Manuel Kaufman
Welfare

SUMMARY

Re: Plans for the care of children.

RECORD FILED

060 - Bruderlin, Anny Marguerite Miss

TYPIST/

kw

DATE

22 August 1946

040-United Nations

EC

AUG 14 1946

The Acting Director General of the United Nations Relief and Rehabilitation Administration presents his compliments to the Secretary-General of the United Nations and has the honor to acknowledge the receipt of two copies of the Final Report of the Committee on Finances of the International Refugee Organization, which was established by the Economic and Social Council during its Second Session and was charged with the task of preparing the provisional administrative and operational budgets for the first financial year of the Organization and provisional scales of contributions to those budgets.

In case there are observations which this Administration may wish to make on the Report, they will be communicated at a later date.

Sc/PDai/md



x-040 International Refugee Org -

13 August 1946.

040
E.C.
Miss Mary Smieton
Director of Personnel
United Nations
(Member of Joint UN-UNRRA Planning Commission)
Hunter College
Bronx 63, N. Y.

Dear Miss Smieton:

The UNRRA members of the Joint UN-UNRRA commission have approved for submission to the United Nations members Chapter II, Personnel; and Chapter IV, Relationships with Governments, Military Authorities and Voluntary Agencies, of the proposed Commission Report. Chapter III, Supplies; Chapter V, Operations; and Chapter VI, Organization, are being revised from the original drafts and will be mailed to you by Friday, August 16.

Enclosed is copy of the draft proposal for Chapter IV. Copies of Chapter II on Personnel have already been delivered to you and will already have been distributed to the United Nations members of the Commission.

It was agreed at the last meeting of the Commission that Chapter I. would be written after the review by the Commission of Chapters II to VI.

It is proposed that the next meeting of the Commission be held at headquarters of the United Nations on Friday, August 23, and if this proposal is satisfactory, the UNRRA members will arrive there as early as possible on that date. It is hoped that the receipt of the draft chapters of the report by Monday, August 19, will give the United Nations members of the Commission sufficient time to review them and prepare suggestions for revision for submission to the Commission at its meeting on the 23rd.

Very truly yours,

Conrad Van Hynning
Director, Office of Voluntary &
International Agency Liaison
(Vice-Chairman Joint UN-UNRRA Planning
Commission)

CVH:GS
Enclosure

Cut in Out box 8/13
X-220 UN-UNRRA Planning Comm

13 August 1946.

DHD
RL
Mr. Henri Laugier
Assistant Secretary General
United Nations
(Member Joint UN-UNRRA Planning Commission)
Hunter College
Bronx 63, N. Y.

Dear Mr. Laugier:

The UNRRA members of the Joint UN-UNRRA Commission have approved for submission to the United Nations members Chapter II, Personnel; and Chapter IV, Relationships with Governments, Military Authorities and Voluntary Agencies, of the proposed Commission Report. Chapter III, Supplies; Chapter V, Operations; and Chapter VI, Organization, are being revised from the original drafts and will be mailed to you by Friday, August 16.

Enclosed is copy of the draft proposal for Chapter IV. Copies of Chapter II on Personnel have already been delivered to Miss Saiton and will already have been distributed to the United Nations members of the Commission.

It was agreed at the last meeting of the Commission that Chapter I would be written after the review by the Commission of Chapters II to VI.

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8/13
Very truly yours,

Out in Out by
Conrad Van Hyning
Director, Office of Voluntary &
International Agency Liaison
(Vice-Chairman Joint UN-UNRRA Planning
Commission)

CVH:GS
Enclosure

X-220-UN-UNRRA Commission

13 August 1946.

040
EC
Mr. A. H. Feller
General Counsel
United Nations
(Member Joint UN-UNRRA Planning Commission)
Hunter College
Bronx 63, N. Y.

Dear Mr. Feller:

The UNRRA members of the Joint UN-UNRRA Commission have approved for submission to the United Nations members Chapter II, Personnel; and Chapter IV, Relationships with Governments, Military Authorities and Voluntary Agencies, of the proposed Commission Report. Chapter III, Supplies; Chapter V, Operations; and Chapter VI, Organization, are being revised from the original drafts and will be mailed to you by Friday, August 16.

Enclosed is copy of the draft proposal for Chapter IV. Copies of Chapter II on Personnel have already been delivered to Miss Smilton and will already have been distributed to the United Nations members of the Commission.

It was agreed at the last meeting of the Commission that Chapter I. would be written after the review by the Commission of Chapters II to VI.

It is proposed that the next meeting of the Commission be held at headquarters of the United Nations on Friday, August 23, and if this proposal is satisfactory, the UNRRA members will arrive there as early as possible on that date. It is hoped that the receipt of the draft chapters of the report by Monday, August 19, will give the United Nations members of the Commission sufficient time to review them and prepare suggestions for revision for submission to the Commission at its meeting on the 23rd.

Very truly yours,

Conrad Van Hyning
Director, Office of Voluntary &
International Agency Liaison
(Vice-Chairman Joint UN-UNRRA Planning
Commission)

CVH:GS
Enclosure

Put in "Out Box" 8/13
X 220 UN-UNRRA Commission

9 August 1946.

040
9C
Mr. Henri Laugier
United Nations
Hunter College
Bronx, New York

Dear Mr. Laugier:

Enclosed is copy of the cable sent to Geneva, which I read over the telephone to Mr. Newman yesterday.

You will note that the members or alternates of the Joint UN-UNRRA Planning Commission sent the cable to the UNRRA alternates or members of the Commission who are now in Geneva.

Sincerely yours,

Conrad Van Hyning
Director, Office of Voluntary
& International Agency Liaison

CVH:GS

Out in "Out" box 8/9
X-211.41 (cable)

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

9 Aug 1946

CROSS INDEX

040 U. N.

TO

Mrs. Sue Whitman

FROM

Virginia L. Addison

SUMMARY

Referral of UNRRA Employees to United Nations etc.....

RECORD FILED

464 (Out Placement)

TYPIST

vb

DATE

16 aug 1946

040 - United Nations

9 August 1946

Mr. Robert Mosse
United Nations Secretariat
Hunter College
Bronx 63
New York, N. Y.

Dear Mr. Mosse,

I enclose herewith Chapter I of the Report from our Polish Mission and all of the available sections of the Report from our China Mission. The first will give you some information about the economic effects of the boundary change in Poland which we discussed on your last visit. The second Report is sent in answer to Mrs. Herman's request.

As these documents are the only ones we have, I should be obliged if you would return them as soon as you can, especially as we are using both of them to check our big report to the Assembly of the United Nations, which is due at the end of this month.

Yours sincerely,

A. C. J. Baster
Acting Economic Adviser

✓
Attachments

ASJBaster:smc
9 August 1946



✓ - 271 -

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

8 August 1946

CROSS INDEX

040 - (United Nations)

TO

Dr. Wm. Welk
11 Portland Place
London W1, Eng.

FROM

A.S.J. Baster
Asst. Economic Adviser

SUMMARY

Enclosed letter to Jacques Polak, etc.

RECORD FILED

Yugo. - 271

TYPIST

kw

DATE

15 August 1946

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

8 Aug 1946

CROSS INDEX

307

040 United Nations

TO

Messrs. Price, Waterhouse & Co.
56 Pine Street, New York, N.Y.

FROM

R. W. Ludlow, Dir. Div of Accts.

SUMMARY

Concerning contribution of \$3,900.00 from 1 May 1945 to date etc.....

RECORD FILED

050 Messrs. Price, Waterhouse & Co.

TYPIST

vb

DATE

19 Aug 1946

OUTGOING TELEGRAM

Aug 7

640- United Nations

Mr. Bruce R. Turner
Assistant Director,
Division of Coordination and Liaison
Hunter College
Bronx 63, New York

In reply to your letter to the Director of Personnel UNWRA would like to send the following representatives to your meeting commencing August 12:

Burton E. Palmer, Chief, Bureau of Administration
William F. Howell, Director of Personnel
Frederick C. Mosher, Assistant Director of Personnel
Stanley T. Crear, Director, Division of Administrative Planning
Albert P. Ingraham, Chief Classification Officer

We would appreciate if you would arrange hotel accommodations for two on Sunday night and four on Monday night.

Burton E. Palmer, Chief
Bureau of Administration

Aug 7 5 33 PM '46
COMMUNICATIONS SECTION
UNWRA

RECEIVED 001

6 August 1946

1440-United Nations

Mrs. Terry Gold
Personnel Bureau
United Nations
Hunter College
Bronx, New York

Dear Terry:

Your letter has not arrived yet so I am not answering it.

I am enclosing the applications of two UNRRA persons who are interested in work with the United Nations. They are probably more appropriate for Claire than for you. Ed Morris is a very likeable and pleasing personality and presumably has done a very good job for us as he will be sent to Europe on a very important auditing trip unless you need him immediately, which I told him was not too likely. Other than that, I do not know very much about his work.

Mr. Jackson I know even less, but in the course of an interview he seemed to me to be a very pleasant person with good judgment and a fine sense of humor and of course his nationality makes him worthy of your interest. I have told them that I would write to you and that you would probably let me know of their chances there. I shall probably be sending you more applications from time to time and if I am not sending them to the proper place please let me know.

Sincerely,

Lyman H. Cosad
Asst. Director of Personnel

Enclosures



6 August 1946

040-
Librarian
United Nations
Hunter College
Bronx, New York

189
Dear Sir:

We would appreciate it if you could provide us with a copy of the document "Standard Inventories Basic Scientific Equipment" which we understand was prepared by the Science Commission of the Conference of Allied Ministers of Education. We shall be glad to pay any charges which there may be for this document.

Very truly yours,

Conrad Van Hyning,
Director, Office of Voluntary &
International Agency Liaison

CVH:GS

Put in outgoing box 8/8
20

AUG 6 1948

Mr. George Barnes
Chief, Press Division
United Nations
New York 1, N. Y.

Dear Mr. Barnes:

Mr. Margolin has informed me of your interest in our clip sheets, and your desire to see some sample copies. I am accordingly sending you several issues of both the news and picture clip sheets.

He also said you were interested in knowing some details regarding its preparation. The general idea has been to present a cross section of UNRRA news and activities. In selecting items, I have kept two things in mind particularly: to avoid rehashing material which has received wide-spread coverage; to select items which lend themselves to feature treatment. Where we have picked up a story which has already been released, we have usually developed a feature angle. You will see that we have kept the length of the stories down and have also included some very small items which could be used as filler.

The Clip Sheet goes to a very extensive mailing list including small, medium-sized and large newspapers throughout the country, as well as special sections of the press such as organization and trade papers. The slant has been primarily to the smaller paper which is not interested in technical or policy stories which the major metropolitan dailies do pick up.

As for makeup -- After studying a good many clip sheets, including those put out by the press and wire services, we decided on the five-column page with columns approximating newspaper size so that editors could gauge their space needs more accurately. From the enclosed copies you will see how we varied our heads within each issue and among the various issues.

We have found that the head and the lead usually sell the story. Examination of clips used has indicated that papers tend to pick up a story intact, and in an overwhelming proportion of cases, the story with a snappy or novel twist.

As for selection of material, I have simply made it my business to keep my eyes and ears open around the shop, to try to keep as fully informed as possible of what was happening here and to track down any story or develop a special angle which seemed to have possibilities. You can see, of course, that we make the most of dogs, babies, etc.

Within the limitations of our material and different time schedules required for preparation, we have tried to establish as close a tie-up as possible between material in the picture clip sheet and the news clip sheet, finding that one frequently sold the other.

- 2 -

Because of pressure of work and internal reorganization, it was necessary to suspend the Clip Sheet for a while. A new one, however, is in the works, and if you wish to see it, I will be very glad to have copies sent to you.

If there are any other details you would like to have, please let us know. I trust this information will prove helpful to you.

Sincerely yours,

Sylvia Brooks
Division of Public Information



5 August 1946

Miss Mary G. Smeton
Director of Personnel
United Nations
Hunter College
Bronx, New York

Dear Miss Smeton:

In a letter dated 18 July Mr. Bobolev has agreed to the transfer of the Library of UNRRA to the United Nations, including apparently the transfer of the staff.

Under agreements reached with Mr. Dai, of UNRRA, the United Nations will finance the UNRRA Library from now until the first of March, during which the collections will remain in Washington for use by UNRRA with the actual transfer of the Library taking place at about 1 March. The present staff of the Library and their salaries are listed below.

<u>Name</u>	<u>Present Salary</u>	<u>Automatic Increase</u>	<u>Date</u>
Lucille Donovan	\$5350	\$5525	December 1946
Florence E. Erickson	4550	4700	May 1947
Mary E. McGeorge	4025	4150	August 1946
Betty Dell Stone	2310	2370	June 1947
Nelson Green	1930	1990	October 1946

These salaries are, of course, gross salaries.

We would greatly appreciate it if you would indicate to us the effective date at which the United Nations would begin to reimburse these people, either directly or through UNRRA as you prefer and the salary rates at which they would be paid. We should appreciate an early reply.

Sincerely yours,

William F. Howell
Director, Division
of Personnel

LHC:mad/ms



X-450
✓ 280.4

5 August 1946

040-
Miss Mary Smieton
Director of Personnel
United Nations
Hunter College
The Bronx
New York, New York

Dear Miss Smieton:

I am taking the liberty of inclosing correspondence recently received from Mr. Grimond, who as you know is the Director of Personnel for the European Regional Office.

As you will note, Sir Humphrey Gale, Personal Representative for the Director General in London, and Commander Jackson recommend Mr. Oakley-Hill for consideration by the United Nations. Mr. Oakley-Hill to the best of my knowledge did a very good piece of work for us under trying circumstances in Albania. I would certainly appreciate knowing of any opportunities your organization might have to utilize his services.

Sincerely yours,

William F. Howell
Director of Personnel



✓ 060- Hill, Oakley-

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

Outgoing

DATE

3 August 1946

CROSS INDEX

040 - United Nations (Report)

Geneva off. - 211.41 - Council 70

TO

Geneva Council 70

FROM

ASJBaster (Ass't. Economic Adviser)

SUMMARY

RECORD FILED

040 - United Nations (Report) - Security

TYPIST

kw

DATE

19 August 1946

MAILING ADDRESS:
BOX 1000, NEW YORK 1, N. Y., U. S. A.



CABLE ADDRESS:
UNO NEW YORK

040-United Nations

UNITED NATIONS • NATIONS UNIES

HUNTER COLLEGE, BRONX 63, NEW YORK • MELROSE 5-4701

IN REPLY REFER TO:

August 2, 1946

DS

Mr. F. H. LaGuardia
Director General
United Nations Relief and
Rehabilitation Administration
1344 Connecticut Avenue
Washington 25, D. C.

Dear Mr. LaGuardia:

I have pleasure in informing you that Dr. Witold Langrod has been designated as a representative of the United Nations at the Fifth Session of the UNRRA Council in Geneva.

Yours sincerely,

J.

Jan Stanczyk
Director, Social Affairs Department

Koushko

X-060 Langrod Witold (Dr)
X-1245

2 August 1946

040- United Nations
Hunter College
Bronx 63, N. Y.

Gentlemen:

At the request of Mr. A. E. Ritchie we arranged transportation for him on the S.S. WASHINGTON which sailed July 27 from New York to Havre in order that he might attend the Fifth Council Session of the United Nations Relief and Rehabilitation Administration.

The cost of Mr. Ritchie's passage from New York to Havre is \$190.00 plus \$6.00 French Port Tax. Will you be kind enough to let us have your check in the amount of \$196.00 in order that we might make settlement with the steamship company.

Since Mr. Ritchie travelled as a representative of the United Nations he is not subject to the 15% U. S. travel tax. The necessary tax exemption certificates are enclosed. We shall appreciate your signing these and stamping "United Nations" in the space provided. Please return them to us at your early convenience.

Yours very truly,

H. A. Blundin, Chief
Travel Branch
Admin. Services Division

Enclosure

cc: Wisser



✓ 060 - Ritchie, A. E.
✓ 860 -
✓ 232 - (Tax Exemption)

2 AUG 1946

040
87
Mr. J. J. Neuman
Refugee Division
United Nations
Hunter College
New York, New York

Dear Mr. Neuman:

I am enclosing six copies of Plan.Comm./4, the Minutes of the First Meeting of the Joint Planning Commission, which have been approved by Mr. C. Van Hynning, the Acting Chairman.

Kindly transmit one copy to each of the UN members of the Commission, using the extra copies for circulation amongst other members of your staff to whom they might be of interest.

Sincerely yours,

R. J. Youdin
Secretary
Joint UNRRA-UN Planning Commission

Enclosures - 6

R.J.Youdin/cjj
2 August 1946



X/ 220 (Joint Planning Commission)

2 August 1946

040
Mr. M. Perez-Guerrero
Director of Coordination and Liaison Division
Economic Affairs Department
The United Nations
Hunter College
Bronx 63, N. Y.

My dear Mr. Perez-Guerrero:

As requested by Mr. A. E. Ritchie in his recent conversation with Mr. Arthur Robertson of UNRRA, I am having several sets of the Director General's quarterly reports to the UNRRA Council sent to you. For your information, a quantity of UNRRA material, including the quarterly reports, was sent some time ago to Dr. W. H. Malinowski and the Library. It may be that some of the other material sent to them may be of interest to you also.

The reports of the Director General for the first two quarters of this year are still in process of clearance with member Governments. Mr. Ritchie, however, picked up one or two copies of the report for the first quarter when he was in Washington recently. Both reports will be released early next week, and I will be glad to see that you receive a dozen copies of each.

Sincerely yours,

Spolin Dai
Deputy Chief of the Secretariat



FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

2 August 1946

CROSS INDEX

040 - U. N. Permanent Social Council

040 - U. N. Secretariat

TO

Dr. D. P. Falconer
370 No. Soochow Rd.,
Shanghai, China

FROM

C. H. Alspach
Welfare

SUMMARY

Concerning an international organization for social welfare.

SAME LETTER SENT TO FOLLOWING MISSIONS:

Czecho.	Greece
Ethiopia	Hungary
Austria	Italy
Yugo.	Poland
Finland	Sweden

RECORD FILED

China - 696 (Service)

TYPIST

kw

DATE

12 August 1946

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

2 August 1946

CROSS INDEX

040 - U. N. Permanent Social Council

040 - U. N. Secretariat

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RECORD FILED

China - 696 (Service)

TYPIST

kw

DATE

12 August 1946

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

1 August 1946

CROSS INDEX

040 - (United Nations)

TO

Dr. J. J. Polak
5th Council Session-UNRRA
Geneva

FROM

A.S.J. Baster

SUMMARY

Copies of the draft-report sent to the United Nations of which the chief criticism was not enough said about the contribution of UNRRA.

RECORD FILED

271 - (UNRRA)

TYPIST

kw

DATE

8 August 1946

1 August 1946

040- Mr. Albert C. Gerould
United Nations
Box 1000
New York 1, N.Y.

Dear Mr. Gerould:

I am forwarding a copy of our publication List of Periodicals in UNHRA library to replace the imperfect copy which was inadvertently sent to you.

I regret this error and the extra trouble which it caused you.

Sincerely yours,

Lucile Donovan
Librarian

LH



MAILING ADDRESS:
BOX 1000, NEW YORK 1, N. Y., U. S. A.



CABLE ADDRESS:
UNO NEW YORK

UNITED NATIONS • NATIONS UNIES

HUNTER COLLEGE, BRONX 63, NEW YORK • MELROSE 5-4701

IN REPLY REFER TO:

30 July 1946

Miss Lucille Donovan, Librarian
United Nations Relief and
Rehabilitation Administration
1344 Connecticut Avenue
Washington 25, D. C.

Dear Miss Donovan:

We are grateful to you for sending us the List of Periodicals in UNRRA Library prepared by the Catalog Section under your supervision and revised 22 April.

I am sorry to say that the copy sent us is not complete. Page 8 is blank and the publications Nos. 121-169 are missing.

Could you kindly let us have a complete copy? We would be glad to receive it as soon as possible.

Very truly yours,

A handwritten signature in cursive script, appearing to read "A. Gerould".

for Albert C. Gerould
Acting Librarian

HG:MH

FORM AD-87
(25 FEB 1946)

UNRRA

CROSS REFERENCE SHEET

DATE

1 August 1946

CROSS INDEX

040 - (United Nations)

TO

Dr. J. J. Polak
UNRRA-5th Council, Geneva

FROM

A.S.J. Baster

SUMMARY

Copies of Malinowski's report received from U.N.

RECORD FILED

270 - (Malinowski)

TYPIST

kw

DATE

8 August 1946

Package delivered by hand -

1 August 1946

240
CC
Mr. Perez-Guerrero
Director, Coordination and Liaison Division
Department of Economic Affairs
United Nations
Hunter College
New York, N.Y.

Re: Report to the Secretary General of the United
Nations on Progress in Economic Rehabilitation

Dear Mr. Perez-Guerrero:

Mr. Ritchie wrote me on July 25 on the subject of the above report saying that you would be dealing with it during his absence in Geneva.

I now enclose three copies of the first draft of the report. My understanding is that despite any change in the date of the United Nations Assembly we stick provisionally to our earlier arrangements with Mr. Owen, i.e. (a) three copies of "an almost complete draft" to be ready around August 1. (b) this draft to be set up, translated into French, and printed proofs to be prepared by you and sent here for correction. We should like at least six sets of galley proofs. (c) the remainder of the report - principally one chapter incorporating introduction and summary - to be sent you towards the end of the Fifth UNRRA Council now meeting in Geneva. This will be a policy document written in harmony with the decisions taken at the Council meeting. It will be accompanied by a letter to the Secretary General formally submitting the report.

During the next two or three weeks we shall be getting cabled comments and up to date figures from our Missions. We shall send these on to you every few days so as to reduce the number of alterations to the galley proofs.

The arrangement was that the sole responsibility for the form and content of the report was to be ours. However, if at this stage you think that changes in the document could make it more useful to the United Nations, I should be glad to discuss them. I am at your disposal at any time on matters arising out of the report.

Please acknowledge receipt.

Yours sincerely,

A. S. J. Baster
Assistant Economic Adviser

✓ 277
Attachments

040 - United Nations
672

General Rocks

Poeliu Dai

Transmission to the United Nations of Director General's
Reports to the Council.

1 August 1946

I am sending to you for signature the attached letter to the Secretary General of the United Nations for the transmission of the Director General's two quarterly reports of this year in accordance with the stipulation of Resolution No. 88. Please return the letter to me after signature so that the reports can be sent at the same time.

Sc/PDai/nd

92

Miss McGeedy

UNITED NATIONS

NATIONS UNIES

040 United Nations

SECRETARY-GENERAL'S BULLETIN NO. 43

To: Members of the Staff of the United Nations

Subject: RECORDING OF INCOMING CORRESPONDENCE AND
PREPARATION OF OFFICIAL CORRESPONDENCE
OF THE UNITED NATIONS

1. Purpose

This bulletin outlines the procedures for recording and routing incoming mail and for preparing the official correspondence of the Secretariat.

2. Incoming Mail

Incoming mail will be divided into two categories - private and official. Private mail will be sent on unopened to the addressee; official will be sub-divided into two categories:

(a) Mail not to be opened in Central Registry. This will consist largely of newspapers, periodicals, parcels, and advertisements, and will be sent unopened to the appropriate department.

(b) Mail which will be registered in Central Registry. This will be dealt with as follows:

(1) If previous correspondence is available, incoming mail will be inserted in the correct file and forwarded to the appropriate office for action. This office will complete the "PA/BF" column on the face of the file as follows:

(1) If action can be completed immediately, the symbol PA will be entered and initialed by the officer directing return of the file to Central Registry. The date on which this is done will also be entered in the "DATE" column.

(2) When final action may be delayed, the symbol BF will be entered in this column, followed by the initials

of the individual taking action, and the "DATE" column, completed to show the date the file is to be returned for completion of action. In these cases files will be returned to the same office on the date requested for final action.

- (11) That portion of incoming correspondence concerning subjects for which no files have been established or for which no previous correspondence is on record in Central Registry will be recorded on a five-part correspondence record form (Form C/2). This form will show the name of the sender, the date of the letter, the date received, a subject digest of contents, file classification, and the name of department or individual to which it is referred for action. Two file copies (blue and white) of the form will be retained in Central Registry. The remaining three copies, namely, follow-up or "BF" copy (yellow), the dictator's copy (light green), and the permanent numerical file copy (pink) will be attached to the incoming mail.

Receiving offices will take the following action on correspondence covered by para. (b) above:

- (a) If final action cannot be taken or a reply prepared immediately, the "Follow-up Date" space on the yellow follow-up file copy of the form C/2 will be filled in to show the date the correspondence is to be brought forward for further action. However, if required, a simple acknowledgement will be sent immediately. The incoming letter, inserted within its file folder and with all three copies of the record form attached, is then to be returned to Central Registry. Central Registry will return the folder to the official concerned on the date specified.

- (b) If action can be taken immediately or if a reply is not required, the yellow follow-up file copy of the form will be detached and thrown away and the remaining forms marked to show the action taken.

The light green dictator's copy may be detached and retained by the office taking action, for future reference. The pink permanent numerical file copy of the form will remain attached to the correspondence. This copy of the card is to be detached only by personnel in Central Registry.

3. Time Limit for Files to be Held By Offices

Offices are asked to cooperate by returning files to Central Registry as soon as possible, and in any case within one week after the date of receipt. Retention of files in offices for unreasonable periods deprives other offices of references to them, delays action on correspondence subsequently received, and creates an accumulation of loose material in Central Registry which cannot be filed until the related case folder is returned. These conditions operate further to the disadvantage of offices holding the files in that current material on the same subject may not have been filed within the folder for reference.

4. Outgoing Mail

All official letter mail of the United Nations will be prepared for mailing or delivery according to the following procedure:

(a) Preparation

All letter mail will be prepared on official letterhead paper and will indicate in the upper left margin following "In reply refer to" the file number followed by the drafter's initials in capital letters, e.g. 204-3-7/ABC. When there is no previous correspondence available from which a file number may be obtained, the drafter will request a number from Central Registry. Signatures will show the typed name and title of the signer. On file copies, on the lower left margin, will be typed the stenographer's initials and the date of drafting. When correspondence is received bearing the notation "In reply refer to (subject or number)", the reply should make reference to this symbol for the convenience of the correspondent.

(b) Copies of Outgoing Mail

Official correspondence will be prepared to provide the following copies for Central Registry:

Original (letterhead paper)

Manifold copy, yellow (Central Registry subject file copy)

Manifold copy, salmon (Central Registry chronological file)

Office copies, information copies for other departments and other extra copies of correspondence should be prepared on white manifold paper.

(c) Assembly of Mail for Clearance and Signature

Official correspondence should be assembled for clearance and signature in the following order:

- (i) Yellow manifold (subject file) copy on top. All approvals and initials will be made on this copy.
- (ii) Original.
- (iii) Envelope, properly addressed, with flap folded over the Original (plus enclosures, if any are sent).
- (iv) Salmon manifold copy.
- (v) Extra copies for distribution to other offices. (Note: all extra copies for distribution to other offices must be marked with names and room numbers.)

The assembly will then be secured to the case folder and transmitted to the proper officials for clearance and signature.

5. Review of Official Correspondence Prior to Mailing

It will be the responsibility of the Mail and Messenger Section, Mail and Dispatch Unit, to see that all official mail is prepared in accordance with these regulations. In case any of the above requirements are omitted in the preparation of official mail, the office concerned will be notified of the required corrections.

6. Mailing Outgoing Correspondence

All official correspondence, after signature, will be collected by the

Messenger Service and taken to the Mail and Messenger Section. The Mail and Messenger Section will mail the original and distribute the file and information copies directly to addressees.

7. Inter-Office Memoranda.

All Inter-office Memoranda will be prepared on Inter-office Memorandum paper to show the name, title and room number of the addressee and the name and title of the signing officer. Copies will be prepared as follows:

- (a) The Original memorandum (form).
- (b) Manifold copy, white (to be dispatched with the original).
- (c) Manifold copy, yellow (Central Registry subject file).

The yellow manifold copy must be detached and transmitted to Central Registry after signature of the original. After addressees have taken the required action, the originals of Inter-office Memoranda must be forwarded to the Central Registry together with file copies of replies.

8. Assignment and Control of File Numbers.

The Central Registry will be responsible for assigning all subject file numbers used by the United Nations. These will be assigned in consultation with offices of the Secretariat.
