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Trip to Europe 1953

May 22

Economic Commission for Europe
(circulars)

ECE/GS/18
22 May 1953

ECONOMIC COMMISSION FOR EUROPE

To: All Members of the ECE Staff
From: The Executive Secretary
Subject: Functions of the Office of the Executive Secretary

I would like to restate the functions of the Office of the Executive Secretary and the rules to be followed with respect to its relations with the Divisions.* These rules express my policy of delegating a maximum amount of responsibility to the senior officers while, at the same time, assuring uniformity of policy and procedures of the Secretariat as a whole. The Office of the Executive Secretary is the instrument for this purpose and acts on my instructions and behalf. In my absence my deputy, Mr. Burinsky, is Acting Executive Secretary and, in the absence of both, Mr. Charguéraud will assume my function.

I. Policy Questions

All questions of policy, including the planning of future work, will be cleared with the Office of the Executive Secretary through one of my Special Assistants. For practical purposes the following division of labour has been established in the Office of the Executive Secretary :

<u>Mr. Fagen</u>	<u>Mr. Kostelecky</u>	<u>Mr. Chossudovsky</u>
Research & Planning Division Transport Division	Industry Division	Agriculture Division Timber Division

II. Outside Relations

The Office of the Executive Secretary is in direct charge of relations with other parts of the United Nations' Secretariat and outside organizations. All problems arising out of these relations should be referred to the following members of the Office of the Executive Secretary :

* This circular supersedes the following circulars issued previously :
ECE/GS/15 of 7 February 1952; ECE/DD/41 of 16 October 1951;
ECE/DD/44 of 12 December 1951; and ECE/DD/46 of 14 January 1952.

Circulars ECE/DD/17 of April 1949; ECE/DD/55, Corr.1 of 15 September 1952; ECE/DD/62 of 21 May 1953; ECE/DD/63; ECE/DD/54, Rev.2 of 21 May; ECE/DD/42 of 16 October 1951; ECE/DD/59 of 12 November 1952; ECE/DD/18 of 22 April 1949; ECE/DD/48 of 7 February 1952; and ECE/DD/56 of 12 September 1952 are attached for easy reference.

(1) Relations with U.N. Headquarters, Specialized Agencies, and non-Governmental Organizations

Mr. Chossudovsky is responsible for liaison with the Department of Economic Affairs at United Nations Headquarters and with the Secretariats of the Specialized Agencies and non-Governmental Organizations;

(2) Liaison with TAA and TAB

Acting in consultation with Mr. Fagen, Mr. Ewing (who for this purpose functions as a member of the Office of the Executive Secretary) is responsible for the handling of Technical Assistance matters and liaison with the Technical Assistance Administration and the Technical Assistance Board on behalf of the Secretariat as a whole. He maintains contact with the European Representative of the TAA and TAB, and keeps in touch with the staff members concerned;

(3) Inter-Regional Cooperation

Mr. Kostelecky is in charge of relations with the Secretariats of the other Regional Economic Commissions. The Divisions will consult with him on all such matters and, in particular, clear with him all communications with ECAFE and ECLA;

(4) Relations with Inter-Governmental Organizations

The informal working relations with the Secretariat of the OEEC have been laid down in my circular ECE/DD/17; those concerning the informal relations with the staff of the High Authority of the European Coal and Steel Community in my circular ECE/DD/55, Corr.1 of 15 September 1952. Mr. Fagen is responsible for liaison with these and the Secretariats of the other inter-Governmental organizations. All contacts with and communications to these Secretariats will be cleared by him;

(5) Relations with the Occupation Zones of Germany

The procedure for communications with the Occupation Authorities in Germany is set out in my circular ECE/DD/62 of 21 May 1953. Mr. Fagen is in charge of this matter.

III. Special Assignments

(1) Commission Sessions

Mr. Chossudovsky is charged with the preparation of documentation relating to the Sessions of the Commission and follow-up of the implementation of the Commission's decisions.

(2) Integration of research projects

Work on research projects, both in the Research and the other Divisions, should be coordinated and cleared in all stages through the Office of the Executive Secretary. The procedure is set out in my circular ECE/DD/63. Mr. Fagen is in charge of this matter.

(3) Operational statistics and questionnaires

In matters concerning statistical work and the issuing of questionnaires, the staff members concerned keep in touch with the Research and Planning Division, where Mr. Lary has assigned Mr. Jansen for this purpose. Within the Office of the Executive Secretary Mr. Kostelecky is responsible for this matter.

(4) Trade

Mr. Fagen is in charge of the Secretariat work on trade, and the Divisions keep in touch with him on the trade aspect of their work.

(5) Legal advice

Mr. L. Kopelmanas is the Legal Adviser of the ECE Secretariat.

(6) Press relations

Mr. C. Rehling is responsible for handling matters concerning press and public relations. In preparing press releases he maintains close contact with the staff members and members of the Office of the Executive Secretary concerned.

(7) Relations with Permanent Delegates

While the Directors, Chiefs of Sections and members of the Office of the Executive Secretary are in direct touch with the Permanent Delegates on substantive questions, Mr. Kostelecky is in charge of general relations with the Delegates.

(8) Administration

The Executive Officer, Mr. Rutledge, assisted by the Administrative Officer, Mr. Constable, is in charge of the budgetary, financial and administrative matters concerning the Secretariat, and also maintains contact with the European Office of the United Nations on these matters. Mr. Constable has special responsibilities for contacts with the European Office of the United Nations on Committee servicing and documentation questions. Procedures concerning administrative matters are specified under IV G.

IV. Operating Rules and Procedures

A. Conduct of meetings

Plans for the conduct of meetings of Committees and Working Parties, as well as draft reports on the proceedings prepared by the Secretariat, will be cleared with the Office of the Executive Secretary through the Special Assistant concerned.

B. Official Correspondence

Outgoing correspondence will be prepared for signature in accordance with the rules set out below. In case of doubt as to who should sign the letter, the Office of the Executive Secretary should be consulted.

(1) (i) Correspondence to Governments,

as a rule addressed to the Ministers of Foreign Affairs, or to the member of the Government in charge of the matter concerned, or to the senior civil servant directly concerned with the matter; and dealing with such matters as invitations to meetings, organizational matters, communications regarding the substantive work of Committees and their subsidiary bodies, requests for information from Governments, despatch of questionnaires, replies to specific inquiries, etc., will be signed by the Executive Secretary or on his behalf;

(ii) Follow-up letters to the correspondence as indicated under (i),

as a rule addressed to the delegates to the Committee or Working Parties, dealing with the implications or following up of policy decisions communicated to Governments by correspondence under (i), will be signed by the Director of the Division concerned; depending on the nature of the matter involved, the Director may delegate the signature to the Chief of Section concerned;

All correspondence under (i) and (ii) will be cleared in advance with the Office of the Executive Secretary through the Special Assistant concerned.

(iii) Correspondence of a technical nature not involving policy questions,

shall be signed by the Director of the Division or the Chief of Section concerned, unless specific authorization has been given to another staff member to sign on their behalf.

(2) Correspondence addressed to other agencies,

as specified under II above, both of a policy and routine nature, should be cleared by the member of the Office of the Executive Secretary concerned; the decision as to who should sign the letter will depend on the nature of the communication.

Rules concerning official addresses, languages to be used, form of letters, routing instructions and instructions concerning distribution of copies of these letters, are contained in my circular ECE/DD/54, Rev.2, of 21 May, 1953, A.1 - 4.

Directors, when signing letters, should use the following designations :

Director
... Division
Economic Commission for Europe

Chiefs of Sections will sign :

Chief, ... Section
... Division
Economic Commission for Europe

Other staff members, if specially authorized, will sign :

... Section
... Division
Economic Commission for Europe

C. Cables and Telegrams

With regard to the signature and clearance by the Office of the Executive Secretary of cables and telegrams, the same rules as stated under point B) above apply. All cables to Governments should be signed "MYRDAL UNATIONS". Official telegraphic addresses of Governments and instructions on the preparation of telegrams and cables are contained in my circular ECE/DD/54, Rev.2, B.1 - 4.

D. Documentation and Publications

Drafts of all documentation, including drafts of studies and publications, shall be cleared with the Office of the Executive Secretary through the Special Assistant concerned prior to forwarding them for translation or reproduction. This clearance should not be delayed until the last moment before the document or publication is to appear; wherever possible copies of outlines and early drafts, particularly of important documents, should be given to the Office of the Executive Secretary in advance. The Office of the Executive Secretary should also be kept informed of the estimated volume of and date when the document will be ready for translation and reproduction so that arrangements for

priorities can be made. The same applies to requests for translation from languages other than the working languages of the Commission. The procedure for translation of ECE documentation into Russian is contained in my circular ECE/DD/42 of 16 October 1951.

My circular ECE/DD/59 of 12 November 1952 contains instructions to staff members concerned with the preparation and editing of documents constantly to bear in mind the necessity for holding the documentation to the minimum, both in number and size.

Rules as to the way in which the "Secretariat" should be referred to in the text of the ECE documentation are contained in my circular ECE/DD/18 of 22 April 1949.

E. Intra-Secretariat meetings

The following is the schedule of intra-Secretariat meetings :

(1) Central Office meetings

The meetings of the Office of the Executive Secretary take place daily at 9.00 a.m. to discuss current policy and administrative problems. These meetings are open to the Directors.

(2) Directors' meetings

Meetings of the Directors take place every Thursday at 9.00 a.m. The regular item on the agenda of the meeting is oral reports by the Directors on their current work, in particular on its policy implications and on those matters of interest to the other Divisions.

(3) Senior Staff meetings

Senior Staff meetings take place on the first and third Monday of every month at 9.00 a.m.

The Senior Staff meeting on the first Monday of the month has on its Agenda the discussion of the written Divisional Reports for the past month.

The Senior Staff meeting on the third Monday of the month has on its Agenda the discussion of the programme of meetings, and oral reports on any points of interest. No written reports are prepared for this meeting.

(4) General Staff meetings

General Staff meetings are normally held on Tuesday, if possible once a month.

(5) Meetings of Administrative Assistants

The Executive Officer holds, once a fortnight, a meeting of Administrative Assistants of the Divisions to discuss administrative matters of concern to them.

(6) Meetings within Divisions

Directors of Divisions arrange meetings within their Divisions in accordance with the requirements of their work.

F. Reporting

(1) Monthly Reports

Reports on the work of the Secretariat and on the results of the Committee meetings during the preceding month, should be prepared for discussion at the Senior Staff meeting on the first Monday of every month, and passed to the Office of the Executive Secretary (attention Mr. Kostelecky) in one copy on the previous Wednesday by 12.00 noon.

These reports will also be used as a basis for the ECE Monthly Bulletin.

(2) Reports of Committee Meetings

Confidential reports, intended primarily for the Executive Secretary's and his deputy's information, on the meetings of the Committees and of their subsidiary bodies, containing a brief analytical summary of the meeting, the background, and evaluation of their significance in relation to the work of the Section and Division and to the whole of the ECE, should be sent to the Executive Secretary (attention Mr. Kostelecky) in three copies at the earliest convenience after the meeting has taken place.

(3) Reports on official journeys

After completion of each official journey a brief report should be prepared and sent to the Executive Secretary (attention Mr. Kostelecky) in three copies, containing a description of the results of the journey in its relation to the work of the Secretariat and, when appropriate, an evaluation of its significance for the work of the ECE as a whole.

G. Administration

No commitments with implications on finances and manpower, arrangements of work programmes, meeting schedules, official journeys, etc., should be undertaken without prior clearance with the Office of the Executive Secretary through the Special Assistant concerned.

No commitment should be made to staff members regarding personnel action in his (her) respect until the matter has been cleared with the Office of the Executive Secretary through the Executive Officer (see my circular ECE/DD/48 of 7 February 1952). Similarly, no commitment should be made to any candidate for a position in the Secretariat without prior approval of the Office of the Executive Secretary.

In cases where the proper administrative rule is not known, information should be sought from the Executive Officer.

With particular regard to travel on official business, rules are laid down in my circular ECE/DD/56 of 12 September 1952.

ECE/DD/17
April 1949

ECONOMIC COMMISSION FOR EUROPE

To: Directors of Divisions,
Members of the Central Office
Senior Staff Members

From: The Executive Secretary

Subject: Relations with the OEEC (Paris Organisation)

The OEEC being an organisation of governments which are members or participants of the ECE, the ECE Secretariat should adopt a positive and constructive attitude regarding the OEEC and be prepared to supply it with such technical assistance as may, from time to time, be requested. This simply expresses, in particular circumstances, our general policy towards individual governments or groupings of them. The relations between the ECE and the OEEC, being at the present time a matter of high policy, will be fully shared in confidence among the Directors, personally, the Central Office, and the Executive Secretary.

1. All ECE documents, even of a restricted character, will be sent to the OEEC.
2. Any information at the disposal of the ECE may be supplied to the OEEC, unless such information has been given in confidence by a member government, in which case it may not be released without the consent of the government concerned.
3. Confidential information received from the Paris Organisation will be confidentially circulated to all Divisional Directors.
4. All contacts with the OEEC should be cleared with, or reported to, the Executive Secretary or through the Central Office.
5. Short memoranda should be submitted summarising conversations with members of the Paris Organisation, or information supplied by members of the OEEC. These memoranda will be confidentially circulated to all Divisional Directors.

ECE/DD/18
22 April 1949

ECONOMIC COMMISSION FOR EUROPE

To: Division Directors,
Members of the Central Office.

From: The Executive Secretary.

Subject: Relationship of the ECE Secretariat to the Committees
and other Subsidiary Bodies of the ECE

It has been observed that the language used in various ECE documents is not always uniform and precise in expressing the relationship between the Secretariat and the Committees and other subsidiary bodies of the Commission. All Staff members should understand that the Executive Secretary and the ECE Secretariat, being a part of the United Nations Secretariat, and more specifically of the Department of Economic Affairs, form a single unit which represents the Secretary-General in economic affairs in Europe.

The following are examples of expressions which should preferably be used:

1. When Committees agree upon studies or other work to be undertaken by the Secretariat, the phrase "The Committee requested (or instructed or invited) the Executive Secretary ..." should be used. The phrase "The Committee authorised the Secretariat ..." should be avoided. This guidance is designed to protect the duty of the Secretariat to undertake studies at its own initiative in fulfilment of the Secretary-General's overall responsibilities.
2. Though the Secretariats of various Divisions, in the conduct of their work, are expected to exercise a very large amount of initiative and independence, all members of the ECE Staff should be aware of the unity of the ECE Secretariat. Formal acknowledgement of this fact in Committee or Commission resolutions is given by the use of the expression "The Executive Secretary ..." or "The Secretariat ...", which are synonymous, instead of "The ... Division ...", even when the work of a particular Division may be exclusively concerned.

ECE/DD/42.
16 October 1951

ECONOMIC COMMISSION FOR EUROPE

To: Division Directors
From: The Executive Secretary
Subject: ECE Documentation - Translation into Russian

In view of the substantial back-log in the translation into Russian of the ECE documentation, it has been found necessary to introduce a system of priorities for the documents which have as yet not been translated. Furthermore, it may be necessary to make only a summary in Russian of documents of topical interest. However, the final decision on this matter rests with my Deputy, Mr. M.A. Burinsky, and I would be grateful if you would kindly keep in touch with him on the subject.

cc. Members of the Central Office
Administrative Assistants

ECE/DD/48
7 February 1952

ECONOMIC COMMISSION FOR EUROPE

To: Division Directors
From: The Executive Secretary
Subject: Personnel matters

Referring to my circular ECE/DD/16 of 1 April 1949 I would like to remind you that all action concerning personnel in your Division, such as the recruitment of either permanent or temporary personnel; step increases; prolongation of contracts; terminations, retirements or transfers; should be referred to the Executive Officer for my approval before any commitment is made.

cc. Members of the Central Office
Administrative Assistants

ECONOMIC COMMISSION FOR EUROPE

TO: Division Directors
FROM: The Executive Secretary, ECE
SUBJECT: Despatch of Correspondence and Cables to Governments

This circular has been prepared in order to combine and bring up to date the various instructions that exist with regard to the despatch of correspondence and cables to governments. (See also Point IV.B.(1) of Circular ECE/GS/18.)

A. Correspondence with Governments

1. All official correspondence, as a rule addressed to the Ministers of Foreign Affairs, or to the member of the Government in charge of the matter concerned, or to the senior civil servant directly concerned with the matter; and dealing with such matters as invitations to meetings, organizational matters, communications regarding the substantive work of Committees and their subsidiary bodies, requests for information from Governments, despatch of questionnaires, replies to specific enquiries, etc., will be signed by the Executive Secretary or on his behalf;

2. The form in which the letters should be prepared is set out in Appendix I.

3. The official addresses and languages to be used on all occasions are listed in Appendix II.

4. The instructions set out below regarding the actual preparation of letters should be complied with in all cases.

(a) Two copies of each letter are to be prepared for despatch (i.e. the signed copy and one carbon copy - both on three-headed notepaper).

Copies should also be prepared for the permanent delegates, etc., as indicated under each government address in Appendix II. Amendments to this Appendix will be circulated as necessary. Five additional copies of letters are required by the ECE Registry, this including two copies required for the Department of Economic Affairs at

Headquarters. However, where an identical letter is being despatched to several governments, it is not necessary to provide five copies of

each separate letter. In this latter case the following copies need only be prepared: one copy of each letter despatched, and four copies of a specimen letter - in each language used - together with a list of addressees as shown in the example attached as Appendix III. Additional copies of all letters will of course be prepared if required within the respective Divisions.

- (b) Envelopes of a suitable size, already addressed, should accompany the letters passed to the Office of the Executive Secretary for signature. Airmail envelopes should not be used inside Europe. Envelopes, already addressed, should also accompany any copies to be sent to permanent delegates - internal circulation envelopes should be used for those delegates with offices in La Pelouse.
- (c) It should be noted that correspondence with the following governments must be routed through the permanent delegates and should not be sent direct to the Minister of Foreign Affairs: Byelorussian SSR, Italy, Norway, Ukrainian SSR, USSR, United Kingdom, USA.

B. Despatch of Cables to Governments

1. All cables to Governments should be signed "MYRDAL UNATIONS".
2. The official telegraphic address as listed in Appendix II should be used on all occasions.
3. The original cable plus six carbon copies on green paper plus any additional copies required for secretariat distribution should be prepared and forwarded to the ECE Registry (Room 333).

The following instructions apply when an identical message is to be sent to more than one addressee:

- One cable form should be prepared for one of the addressees, showing the address, text, and person responsible for cable, with the usual number of carbon copies, on green paper.
- One additional cable form should be prepared for each of the other addressees, showing only the address.
- At the foot of the carbon copies of the first cable must be listed all the addressees to whom the cables are being despatched, exactly as appearing on the cable forms.

4. Cables addressed to the Government of the USA must be routed through the Permanent Delegate and should not be sent direct.

Copies of cables forwarded to other Governments should be passed to the respective Permanent Delegates in the same manner as other correspondence.

T I T

Accept, Sir, the assurance of my
high consideration
Yours faithfully,
GODDARD WYLLIE
Executive Secretary,
ECONOMIC COMMISSION FOR EUROPE
OR
R. A. WILKINSON
Deputy Executive Secretary,
ECONOMIC COMMISSION FOR EUROPE
OR, for copies:
P. CHARLESWORTH-HARTMAN
Acting Executive Secretary,
ECONOMIC COMMISSION FOR EUROPE

cc. Administrative Assistants
All secretarial personnel

The Minister for Foreign Affairs of
Czechoslovakia,
PRAGUE IV.

Appendix I

FORM OF LETTERS TO GOVERNMENTS

ENGLISH

24 July 1952

Sir,

T E X T

Accept, Sir, the assurance of my
high consideration

GUNNAR MYRDAL
Executive Secretary,
ECONOMIC COMMISSION FOR EUROPE

OR

M.A. BURINSKY
Deputy Executive Secretary,
ECONOMIC COMMISSION FOR EUROPE

OR, for example:

P. CHARGUERAUD-HARTMANN
Acting Executive Secretary
ECONOMIC COMMISSION FOR EUROPE

The Minister for Foreign Affairs of
Czechoslovakia,
PRAGUE IV.

FRENCH

le 24 juillet 1952

Monsieur le Ministre,

T E X T E

Veillez agréer, Monsieur le Ministre, les assurances de ma haute considération.

Le secrétaire exécutif de la
COMMISSION ECONOMIQUE POUR L'EUROPE

GUNNAR MYRDAL

OU

Le secrétaire exécutif adjoint de la
COMMISSION ECONOMIQUE POUR L'EUROPE

M.A. BURINSKY

OU, par exemple

le secrétaire exécutif p.i. de la
COMMISSION ECONOMIQUE POUR L'EUROPE

P. CHARGUERAUD-HARTMANN

Monsieur le Ministre des affaires étrangères de
Belgique,
8, rue de la Loi,
BRUXELLES

Appendix II

1. Official Language - FRENCH

(a) Member Governments:

BELGIQUE: M. le Ministre des Affaires étrangères de la Belgique,
8, rue de la Loi,
BRUXELLES,
Belgique.

Telegraphic address: BELEXT BRUXELLES

1 copy to: M. J. Leroy,
Room 13, La Pelouse.

Ext. 3124

FRANCE: M. le Ministre des Affaires étrangères de la
République française,
Quai d'Orsay,
PARIS, 7e.

Telegraphic address: DIPLOMATIE PARIS

2 copies to: Mr. Bernard Toussaint,
Room 3, La Pelouse.

Ext. 2621

GRECE: M. le Ministre des Affaires étrangères du
Royaume de Grèce,
ATHENES,
Grèce.

Telegraphic address: ETRANGERES ATHENES

1 copy to: Greek Ministry of Co-ordination,
3rd Division, Odos Churchill 14,
Athènes.

1 copy to: M. N. Hadji Vassiliou,
2 Place de la Metropole,
Genève.

Genève 5.93.47

LUXEMBOURG: M. le Ministre des Affaires étrangères du
Grand-duché de Luxembourg,
LUXEMBOURG.

Telegraphic address: AFFAIRES ETRANGERES LUXEMBOURG

TURQUIE: M. le Ministre des Affaires étrangères de la
République turque,
ANKARA,
Turquie.

Telegraphic address: DISISLERI ANKARA

N.B. 3 copies of all letters are required for Turkey.

1 copy to: M. Hasan F. Isik,
Room 10, La Pelouse.

Ext. 2871

YUGOSLAVIE: M. le Ministre des Affaires étrangères de la Yougoslavie,
BELGRADE.

Telegraphic address: ETRANGERES BELGRADE

1 copy to: M. Mladen Sekicki,
Consulat Général de Yougoslavie,
1 route de Florissant,
Genève.

Tel. 5.88.80

(b) Non-member Governments:

ALBANIE: M. le Ministre des Affaires étrangères de la
République populaire d'Albanie,
TIRANA,
Albanie.

Telegraphic address: AFFAIRES ETRANGERES TIRANA

1 copy to: Mr. Dilaver Pinderi,
Hotel Metropole,
Genève.

AUTRICHE: M. le Ministre fédéral chargé des Affaires
étrangères d'Autriche,
Ballhausplatz,
VIENNE,
Autriche.

Telegraphic address: AUSSENAMT WIEN

1 copy to: Mme. J. Monschein,
Room 18, La Pelouse.

Ext. 2781

BULGARIE: M. le Ministre des Affaires étrangères de la
République populaire de Bulgarie,
SOFIA,
Bulgarie.

Telegraphic address: AFFAIRES ETRANGERES SOFIA

1 copy to: M. Marin Ivanoff,
Chargé d'affaires a.i.,
Légation de la République Populaire de Bulgarie,
4 Bernastrasse,
BERNE.

ITALIE: M. le Ministre des Affaires étrangères d'Italie,
ROME, Italie.

Telegraphic address: ESTERI ROME

Note: No letters should be sent direct to Rome. Two copies for forwarding,
plus one to keep, should be sent to:

M. Tommaso Notarangeli,
Consulat d'Italie,
3 rue Munier-Romilly, Genève.

Tel. 5.33.44

PORTUGAL: M. le Ministre des Affaires étrangères de la
République portugaise,
LISBONNE,
Portugal.

1 copy to: Direcção Geral dos negócios economicos e consulares,
LISBONNE.

Telegraphic address: ESTRANGEIROS LISBONNE

ROUMANIE: M. le Ministre des Affaires étrangères de la
République roumaine,
BUCAREST, Roumanie

Telegraphic address: AFFAIRES ETRANGERES BUCAREST

1 copy to: M. E. Stoffel,
Chargé d'affaires,
Légation de Roumanie,
5 Schlosstrasse,
BERNE.

SUISSE: M. le Conseiller fédéral,
Chef du Département politique fédéral,
BERNE.

Telegraphic address: POLITIQUE BERNE

2. Official language - ENGLISH

(a) Member Governments:

CZECHOSLOVAKIA: The Minister for Foreign Affairs of Czechoslovakia,
PRAGUE IV,
Czechoslovakia.

Telegraphic address: ZAMINI PRAGUE

1 copy to: Mr. A. Tauber,
Minister of Czechoslovakia,
Czechoslovak Legation,
BERNE.

Tel. BERNE 4.36.45

DENMARK: The Minister for Foreign Affairs of Denmark,
Christianborg Slot,
COPENHAGEN,
Denmark.

Telegraphic Address: ETRANGERES COPENHAGUE

1 copy to: Mr. Hans E. Kastoft,
Room 20, La Pelouse

Ext. 2182

ICELAND: The Minister for Foreign Affairs of Iceland,
REYKJAVIK,
Iceland.

Telegraphic address: EXTERNAL REYKJAVIK

NETHERLANDS: The Minister for Foreign Affairs of the
Netherlands,
Plein 23,
THE HAGUE, The Netherlands.

Telegraphic address: CELER LAHAYE

2 copies to: Mr. van Asch van Wijck,
Room 16, La Pelouse, Ext. 3138

2 copies to: Mr. K. Westerhoff,
Netherlands Legation,
11 Kollerweg,
BERNE. Tel. BERNE 4.70.63

NORWAY: The Minister for Foreign Affairs of Norway,
Solplassen 1,
OSLO, Norway.

Telegraphic address: NOREG OSLO

Note: No communications should be sent direct to Oslo. The two
copies, plus one to keep, should be sent to:

Mr. Bue Brun,
Royal Norwegian Legation,
29 Dufourstrasse,
BERNE. Tel. BERNE 4.46.76

1 copy also to: Room 7, La Pelouse, Ext. 3025

POLAND: The Minister for Foreign Affairs of Poland,
WARSAW,
Pologne.

Telegraphic address: POLEXTERNE VARSOVIE

1 copy to: Dr. Stefan Rozmaryn,
Prezydium Rady Ministrow,
WARSAW.

1 copy to: M. Roman Bogusz,
Commercial attaché,
Polish Legation,
12 Schönauweg,
BERNE.

SWEDEN: The Minister for Foreign Affairs of Sweden,
STOCKHOLM,
Sweden.

Telegraphic address: CABINET STOCKHOLM

2 copies to: Mr. Torsten Björck,
Room 9, La Pelouse. Ext. 3116

UNITED KINGDOM: The Secretary of State for Foreign Affairs,
Foreign Office,
Downing Street,
LONDON, S.W.1.

Telegraphic address: PRODROME LONDON

1 copy to: Mr. J.C. Wardrop,
Villa la Fenêtre,
Route de Pregny. Ext. 2948.

In the case of letters, two copies for despatch, plus one to keep, must be sent to Mr. Wardrop; telegrams should be sent direct to London.

U.S.A.: The Secretary of State of the United States
of America,
Department of State,
WASHINGTON, 25, D.C.,
U.S.A.

Telegraphic address: SECSTATE WASHINGTON

Note: No communications are to be sent directly to Washington. All should be channelled via:-

U.S. Resident Delegation to the ECE,
Hôtel du Rhône,
GENEVE. Ext. 2952

In the case of letters, two copies for despatch plus one to keep, should be sent to the Delegation; in the case of telegrams just the text in duplicate for on-forwarding.

(b) Non-member Governments:

FINLAND: The Minister for Foreign Affairs of Finland,
HELSINKI,
Finland

Telegraphic address: ULKOASIAI HELSINKI

1 copy to: M. Olli J. Vallila,
102 rue de Lausanne,
GENEVE. Tel. GENEVE 2.45.66

HUNGARY: The Minister for Foreign Affairs of Hungary,
BUDAPEST,
Hungary.

Telegraphic address: DIPLOMAG BUDAPEST

1 copy to: M. Jean Nyerges,
Hungarian Legation,
27 Seilerstrasse,
BERNE. Tel. BERNE 3.19.92

IRELAND: The Minister for External Affairs of the
Republic of Ireland,
DUBLIN,
Ireland.

Telegraphic address: ESTERO DUBLIN

WESTERN ZONES OF GERMANY: The Secretary-General,
Allied High Commission,
BONN-MEHLEM, Germany.

3. Official language - RUSSIAN

(a) Member Governments

BYELORUSSIAN SSR: The Minister for Foreign Affairs of the
Byelorussian SSR.,
Sovetskaya Street 24,
MINSK, Byelorussian SSR.

Telegraphic address: MININDEL MINSK

UKRAINIAN SSR: The Minister for Foreign Affairs of the
Ukrainian SSR,
KIEV, Ukrainian SSR.

Telegraphic address: MININDEL KIEV

USSR: The Minister for Foreign Affairs of the USSR,
MOSCOW, USSR.

Telegraphic address: MININDEL MOSCOW

Note: No letters are to be sent directly to these three Governments;
they should be sent to:

Mr. F.F. Molochkov,
Legation of the USSR,
37 Brunnadernrain,
BERNE.

Tel. BERNE 4.05.66

with a covering note requesting him to forward them to the
Governments concerned.

Telegrams should be despatched direct to the three Governments with
copies to M. Molochkov, with a note indicating that the telegrams
have been sent direct.

(b) Non-member Governments

EASTERN ZONE OF GERMANY: The Chairman,
Soviet Control Commission,
BERLIN, Germany.

1 copy to: Mr. F.F. Molochkov,
Legation of the USSR,
37, Brunnadernrain,
BERNE.

Appendix III

ECONOMIC COMMISSION FOR EUROPE

SUBJECT OF ATTACHED LETTER:

DATE:

FILE REFERENCE:

DESPATCHED TO FOLLOWING GOVERNMENTS ON:

IN FRENCH: (Member Governments)

Belgium
France
Greece

Luxembourg
Turkey (3 copies)
Yugoslavia

COPIES TO:

Leroy
Toussaint (2)
Greek Ministry of Co-ordination
Hadji Vassiliou

Isik
Sekicki

IN FRENCH: (Non-Member Governments)

Albania
Austria
Bulgaria
Italy
Portugal
Roumania
Switzerland

Pinderi
Monschein
Ivanoff
Originals and 1 copy to Notarangeli
Direccio Geral dos Negocios
Stoffel

IN ENGLISH: (Member Governments)

Czechoslovakia
Denmark
Iceland
Netherlands

Norway

Poland

Sweden
United Kingdom
United States

Tauber
Kastoft

van Asch van Wijck (2)
Netherlands Legation (2)
Originals and 1 copy to Brun at Berne
1 to La Pelouse
Rozmaryn
Bogusz.
Bjorck (2)
Originals and 1 copy to Wardrop
Originals and 1 copy to Resident
Delegation

IN ENGLISH: (Non-Member Governments)

Finland
Hungary
Ireland
Western Zones of Germany

Vallila
Nyerges

IN ENGLISH: (organisations)

I.L.O.
U.N.E.S.C.O.
W.H.O.

IN RUSSIAN:

Byelorussian S.S.R.)
Ukrainian S.S.R.)
U.S.S.R.)

Eastern Zone of Germany

Forwarded to Molochkov with
covering letter

Molochkov

15 September 1952

ECONOMIC COMMISSION FOR EUROPE

To: Division Directors
From: The Executive Secretary
Subject: The European Coal and Steel Community

Referring to the statement I made in the Senior Staff Meeting on 1 September concerning the establishment of the European Coal and Steel Community which has now come into operation, I would like to draw the attention of the Directors to the following:

- 1) The establishment of the European Coal and Steel Community is a major event in the field of European economy. It is of great interest for the ECE Secretariat to follow carefully the developments of the policies of the new organisation because of their possible impact upon our work.
- 2) From our point of view, the European Coal and Steel Community is an inter-governmental organisation, composed of a number of Governments participating in the work of the ECE.
- 3) In general, the principles explained in the statement concerning the OEEC which I made at the Seventh Session of the Commission (see extract from the Summary Records ECE/SR.7/25 attached) should be applied. I would like to ask that I be kept fully informed of any contacts of individual staff members with the members of the High Authority and of the Secretariat of the Community so that a prudent and clearcut policy can be followed.

cc. Senior Staff Members
Members of the Central Office
Administrative Assistants

APPENDIX I

Extract from Summary Record of Twenty-Fifth Meeting
of 7th Session of Economic Commission for Europe
(18 March 1952)

Mr. LINHART (Czechoslovakia) asked for some clarification of the section in Part I of the report, in which relations between the Commission, the specialized agencies, and inter-governmental and non-governmental organizations were described. He would be grateful if the Executive Secretary would give some information about the unofficial relations maintained between the Commission and the Organization of European Economic Co-operation (OEEC).

Mr. MYRDAL, Executive Secretary, said that the Commission worked with many inter-governmental organizations concerned with economic problems, OEEC being one of them. There existed no other formal links between the Commission and OEEC, than that the membership of the two bodies was to some extent identical. Since the time when OEEC had been set up, close, informal relations had been established at Secretariat level in order to prevent overlapping and to increase the efficiency of the work of the Secretariat of the Commission. Those relations were in no way secret. They were carried on through the normal methods of correspondence and through visits and informal meetings between officials of the two bodies.

The Secretariat of the Commission, forming part as it did of the United Nations Secretariat and working in accordance with the principles of the Charter on the technical level in that region, could not but take an interested attitude to any attempt to promote inter-governmental economic co-operation within the region.

Mr. LINHART (Czechoslovakia) thanked the Executive Secretary for his explanation, but wondered why that information had not been included in the text of the draft report.

Mr. ARKADIEV (Union of Soviet Socialist Republics) said that the Executive Secretary frequently and rightly described the Secretariat as the servant of the Commission. Starting from that premise, it was desirable for members to know what line was taken by the Secretariat in its contacts with various other organizations. The identity of the organizations or institutions with which the Secretariat was in touch was not a matter of indifference to the Commission. Since the Commission must be certain that such contacts were in harmony with the tasks allotted to the Commission, it should at least give them its general, if not specific, approval. Most undesirable contacts might otherwise be maintained. Everyone knew that OEEC could make no contribution to the development of an independent European economy since it had been set up under the auspices of the United States of America for the purpose of increasing that country's control over Europe. It had no connexion whatsoever with several Governments members of the Commission, for instance, the Soviet Union, Poland, Hungary, Romania and others. Moreover, the aims of the two bodies utterly conflicted since it was the Commission's task to promote economic co-operation through appropriate measures designed to ensure that trade in Europe was carried on without discrimination, and that industrial and agricultural production was expanded. The Commission had to strive to encourage healthy trade relations between the various regions of Europe, and endeavour to help that continent to achieve a sounder economic structure. The aims of OEEC were diametrically opposed to those ends.

The Executive Secretary should be careful in choosing the organizations with which he wished the Secretariat to maintain relations. Since such relations involved important economic and political considerations, a certain tact and delicacy were called for in the interests of all the members of the Commission - and he would lay the greatest emphasis on the word "all".

The strength of the Commission rested in the circumstance that all members had its interests at heart. The Soviet Union delegation appreciated the authority of the Executive Secretary, but believed that it would only be enhanced if caution was exercised in that delicate matter.

MR. MYRDAL, Executive Secretary, regretted that the issue had not been raised under the appropriate item of the agenda, namely, when he had been reporting to the Commission on its relations with inter-governmental organizations. If, however, representatives wished to discuss the matter at the present, closing stage of the Session, the decision naturally lay with them.

There was a constitutional distinction between the Commission itself and the Secretariat which served it. According to the Commission's terms of reference, the Secretary-General of the United Nations was required to provide the Commission with a Secretariat, which naturally took instructions from the Commission. However, forming part of the United Nations Secretariat as a whole, the Commission's Secretariat had other responsibilities as well and, even in matters affecting the Commission, generally reserved its right to act upon its own initiative. It was not limited to acting only on the specific instructions of the Commission, although, of course, it could not act counter to decisions of the Commission or outside the spirit of the letter of its terms of reference. It was certainly true that the Commission, as such, had no formal relationship with OEEC, the only link between the two being that of partial common membership. There were, however, informal contacts between the Secretariats of the two organisations. On the side of the Secretariat of the Commission, those contacts were maintained on his responsibility as a United Nations official.

It was impossible for the Secretariat to ignore the existence of OEEC - a body which collected certain information on economic development and took certain action in that field. He would go a step further, and remind members of the complaint he had made earlier to the effect that, owing to the absence of a number of governments from meetings of the Commission's Subordinate bodies, the activities of the Secretariat were coming to be concentrated more and more on western Europe, and so inevitably crossed OEEC's path to an even greater extent than would otherwise have been the case. From the point of view of the Secretariat of the Commission, it was necessary to keep in close touch with what OEEC was doing, both in order to avoid overlapping and in order to protect the interests of the Commission and its subsidiary bodies.

He had at the present session, more outspokenly than on any previous occasion, asked for the increased participation of the eastern European members

in the work of the Commission.. Should such greater participation come about, he would be eager to avail himself of every opportunity of establishing similar informal relations with the Council for Mutual Economic Assistance.

As to the views about OEEC expressed by the Soviet Union representative, it was not his (Mr. Myrdal's) responsibility, right or duty to make any comments on that issue. OEEC was an organization composed of governments, and in his present position he could not find it appropriate to pass judgment on the activities of this or that inter-governmental organization outside the framework of the United Nations.

Nor was there anything new about the situation which had actually prevailed since OEEC had been set up. In view of the fact that the activity of OEEC gave rise to controversy within the Commission, he was clearly aware of the need for that caution which the Soviet Union representative had recommended. Indeed, he had always exercised caution. Three years ago he had had a long and frank discussion about the matter with the then leader of the Soviet Union delegation who, at that time, had asked for and received an account of the intra-secretarial contacts between the Commission and OEEC. He (Mr. Myrdal) had thereupon asked whether the Soviet Union representative had any advice to offer. The latter had warned him against becoming an "appendix" to OEEC. He (Mr. Myrdal) had assured him that no such development could possibly take place while he remained Executive Secretary.

Mr. BEITH (United Kingdom) expressed surprise that the issue should have been raised, and was unable to let certain references to OEEC made by the Soviet Union representative pass unchallenged. He failed to see the validity of the argument that the Commission could have no dealings with OEEC because the membership of the two bodies was not identical. If such a premiss were accepted, what would happen to relations between, say, the Commission and the Economic Commission for Latin America (ECLA)? It would seem to him that the critical attitude of the Czechoslovak and Soviet Union representative was, to say the least, illogical.

Mr. KATZ-SUCHY (Poland) said that the issue had been raised in order to give a timely warning. He was unable to understand why the Executive Secretary had linked the question of the non-participation of certain governments in the

Commission's technical committee with that of the Secretariat's contacts with OEEC. The question of participation had no direct bearing on that problem, and the reasons for non-participation had been fully explained in the course of discussion. He had, on behalf of the Polish Government, explained why it did not participate in certain activities and had suggested how the situation might be remedied.

The difference or identity of the composition of the two bodies was not the crucial issue. The Polish delegation joined with others in recommending caution, because the aims and purposes of OEEC were such as to make the eastern European countries anxious to ensure that they did not adversely affect them. A body such as ECLA worked within the framework of the United Nations in accordance with the Charter, and contacts with it could not fail to be useful. The same could not be said of OEEC. During the review of the economic situation in Europe, the influence of that body on the present economic situation had been fully analysed.

Caution was certainly needed. So was fuller information on the range and nature of the contacts, especially in view of current rumours that the two Secretariats might be linked and several sections merged.

Mr. MYRDAL, Executive Secretary, said that it was regrettable that the Polish representative should have based his arguments on rumour. Neither the Commission nor its Secretariat was a secret organization, but wide open. He would not take up the time of the Commission in confuting rumours. Nevertheless, as several delegations had expressed concern about the matter, it was as well that it should have been brought into the open even at the present late stage.

As Executive Secretary, he accepted the advice to exercise caution given him by the representatives of the Soviet Union and Poland. He conceded freely that in the present political situation in Europe there were valid grounds for proffering such advice. He could say that the more unreservedly as he had felt the necessity for caution from the very outset.

As the matter had caused concern to several representatives he would draw the further conclusion from the present exchange of views that he should give a more detailed account of the Secretariat's relations with OEEC in his report to the Commission at its eighth session.

ECE/DD/56
12 September 1952

ECONOMIC COMMISSION FOR EUROPE

To: Division Directors
From: The Executive Secretary
Subject: Official Travel

ECE/DD/27 Rev. 1 of 20 January 1950 is hereby superseded and the following procedure will be followed on requests for travel on official business.

- a) Monthly forecasts shall be prepared in advance by all Divisions and submitted to the Central Office. Such estimates should be submitted not later than the 15th day of the month preceding the one in which the travel is to take place.
- b) The Division Directors should have advance discussions with the member of the Central Office who deals with matters relating to their respective Divisions (see ECE/GS/15) concerning the substance of the contemplated trips.
- c) Exceptional journeys should be taken up at the earliest possible occasion, if necessary, directly with the Central Office at its morning meeting.
- d) After the trip a report will be submitted in accordance with ECE/DD/44.

I hope by strict adherence to this procedure we can eliminate some of the difficulties into which we have run in the past. I would point out that one of the primary conditions of the review of travel requests is that Division Directors should not make any commitments to Governments, to Committees, or to their staff members with regard to a proposed trip until a decision has been taken.

I would also note that there appears to have been an increasing number of small meetings away from Geneva. It is true that these meetings have not occasioned servicing, but only the presence of one or more Secretariat members. However, every effort must be made to resist any centrifugal tendencies, and the Secretariat should, in all cases, urge Governments and members of Committees to hold their meetings in Geneva. This is important, not only from the administrative side, but even more from the substantive side.

cc. Members of Central Office
Administrative Assistants

ECE/DD/59
12 November 1952

ECONOMIC COMMISSION FOR EUROPE

To : Division Directors
From : Acting Executive Secretary
Subject : Documentation

Reference has been made several times recently to the necessity to reduce documentation to the minimum. This requirement arises not only from the instructions given by the General Assembly in Resolution 593(VI) and the expressed wishes of delegations at the various sessions of the ECOSOC; but also from the very real and practical problems that are raised on the one hand within the Secretariat as regards translation and reproduction, and on the other hand to the delegates and experts who read and consider all these documents.

Obviously, considerations relating to the volume and number of documents should not take precedence over the requirements of the work. But the governments have expressed the view that a reduction in the volume and number of documents would not be inconsistent with the requirements of the work; and that, in fact, unless governments are relieved somewhat from the overwhelming amount of paper they receive from international organizations, the work will be bound to suffer.

With this in view, I would be glad if all staff members concerned with the preparation and editing and review of documents would constantly bear in mind that documents must be held to the minimum, both in number and size. I have instructed the members of the Central Office to give particular attention to this question when they are reading the documents of the respective Divisions with whose work they are concerned. But if we are to make any progress in this area, the major responsibility must rest on the original drafter.

I am happy to note that the officers of the Transport Division have had discussions on this point. I attach a memorandum from the Transport Division on those discussions. Further, I would suggest that it would be well for other Divisions to have similar discussions and to advise

me of the outcome of those discussions.

We have also asked the European Office for their critical views concerning ECE documentation and I will distribute their reply in due course.

cc. Senior Staff Members
Members of the Central Office
Administrative Assistants

APPENLIX I

MEMORANDUM FROM THE DIRECTOR OF THE TRANSPORT DIVISION

23 October 1952

Subject: Reduction in the volume of documentation

It may interest you to know that I discussed with the senior officials of the Division that part of the Advisory Committee's preliminary report which refers to General Assembly Resolution 593(VI) on the reduction of the number and volume of documentation in the United Nations. Various points of view were expressed but no definite conclusions were reached at this stage.

It may be possible to reduce the number of documents (for instance by issuing in one document all or most of the replies of Governments on one question, instead of issuing them as separate addenda although this has disadvantages, or not to issue at all certain replies of Governments and make verbal statements at meetings, this of course depending on the kind of question to which a reply is given), but on the whole the impression was that the real problem is that of the reduction in the volume of documents. I have asked my staff to make every effort to reduce any reports drawn up by the Secretariat to what is absolutely essential and I intend to make a statement at the next session of the ITC and explain to members of the Committee that we intend not always to reproduce fully replies of Governments but (this naturally depending on the subject) to make an analysis of replies received, the original documents being at the disposal of any delegate who might wish to consult them. This might reduce considerably the documentation issued. However, I will keep my eyes open and so will the members of my Division to spot any other way of achieving the aims of the General Assembly resolution on this matter.

ECE/DD/62
21 May 1953

ECONOMIC COMMISSION FOR EUROPE

To: Division Directors
From: The Executive Secretary
Subject: Communications regarding and references to the
Western Zones of Germany or the Eastern Zone of Germany

The following rules on

- (A) Communications regarding the Western and Eastern Zones of Germany, and
- (B) References in documents, official correspondence and at Committee meetings to persons delegated by the Allied Control Commission for the Western Zones of Germany, or the Soviet Control Commission for the Eastern Zone of Germany, and to these areas,

replace those incorporated in ECE/DD/60 of 6 January 1953 and ECE/DD/53 of 18 July 1952.

A. COMMUNICATIONS REGARDING THE ZONES OF GERMANY

1) Letters involving questions of policy

a) Letters sent to all Governments participating in the work of ECE of whatever nature should also be sent to the appropriate authorities in the Western Zones of Germany and in the Eastern Zone of Germany.

b) All letters of the kind described in a) above as well as all other letters involving policy questions should be addressed to :

For the Western Zones : The Secretary-General,
Allied High Commission,
Bonn-Mehlem, Germany

For the Eastern Zone : The Chairman,
Soviet Control Commission,
Berlin, Germany.

c) Where in the body of any such letter reference would otherwise be made to "your Government" or to the "Government of" in these cases references should instead be made only to "the authorities in the Western Zones (or Eastern Zone) of Germany".

d) All such letters should be cleared by the Office of the Executive Secretary before despatch.

e) In addition to the regular form letter announcing meetings for the forthcoming month which is despatched by the Office of the Executive Secretary, the Division responsible for a meeting should maintain the routine contacts (as indicated under A3 below) necessary to explain the Agenda of its forthcoming meetings and calling attention to all relevant documents.

2) Documents to, or received from, the Zones of Germany

The Distribution Service of the European Office regularly forwards to the authorized addresses in the Zones of Germany copies of all ECE documents. Documents received by the ECE from the Zones of Germany are delivered direct to the Division or individual concerned.

3) Routine contacts

a) Western Zones of Germany

The ECE has been notified that the following persons are authorized to deal with routine questions relating to the subjects indicated :

Inland Transport Committee:

Herr Göller,
26 rue Baulacre, Geneva.

Steel Committee:

Dr. Spandau,
Bundesministerium für Wirtschaft,
(III C 2), Bonn.

Coal Committee:

Dr. Steinhaus,
Bundesministerium für Wirtschaft,
Bonn.

Power Committee:

Dr. Ing. W. Rojahn,
Bundesministerium für Wohnungsbau,
Bonn.

Housing Sub-Committee:

Oberregierungsrat Dr. W. Fey,
Bundesministerium für Wohnungsbau,
Bonn.

Industry & Materials Committee:

Ad Hoc Working Party on
Contract Practices in
Engineering

Ministerialdirigent Dr. Krebs,
Bundesministerium für Wirtschaft,
Bonn.

Committee on Agricultural
Problems:

Oberregierungsrat Dr. Heinrich Hensen,
Bundesministerium für Ernährung,
Landwirtschaft und Forsten, Bonn.

Timber Committee:

Ministerial Direktor Mann,
Bundesministerium für Ernährung
Landwirtschaft und Forsten, Bonn.

Statistical Questions:

Statistisches Bundesamt,
Rheinstrasse 25,

Wiesbaden-Biebrich.

(copies of all letters to this office should also be sent to the Central Statistical Office, Allied High Commission, Mehlemer-Aue, Bonn-Mehlem, Germany.)

Such routine contacts with authorized persons from the Western Zones of Germany need not be cleared with the Office of the Executive Secretary in advance unless they also involve policy questions; copies of all letters sent should, however, be transmitted to the Office of the Executive Secretary.

b) Eastern Zone of Germany

Contacts on routine questions should for the time being continue to be made with the Soviet Control Commission, Berlin, and all letters, even on routine matters, should be cleared with the Office of the Executive Secretary in advance.

4) Languages

Letters to the Allied Control Commission or authorized persons in the Western Zones of Germany should be sent in English; those to the Soviet Control Commission should be sent in Russian.

B. REFERENCES TO PERSONS DELEGATED BY THE ALLIED CONTROL COMMISSION FOR THE WESTERN ZONES OF GERMANY OR BY THE SOVIET CONTROL COMMISSION FOR THE EASTERN ZONE OF GERMANY, AND TO THESE AREAS

1) Basic Rule

In all ECE documents, official correspondence and at meetings of our Committees, and their sub-organs, such persons should be referred to as from and the areas should be termed the "Western Zones of Germany" or the "Eastern Zone of Germany" respectively. Do not use the terms "Federal Republic of Germany", "German Democratic Republic", or "West (or East) Germany (or German Government)" etc. in any case where the Secretariat of the ECE or an ECE Committee is responsible for the reference. Where, however, we are circulating a letter or document from a source outside our responsibility which uses such terms they need not be eliminated from the text, but in the Secretariat's covering notes referring to such letters or documents we should use the terms "Western Zones of Germany" or "Eastern Zone of Germany". In research studies such as the Annual Survey, the Flat Steel Products Study, etc., the terms "West (or East) Germany", "the Federal Republic", the "German Democratic Republic", etc. may be used in a descriptive sense, if these references do not involve their relationship to the ECE and its Committees.

2) Summary Records and Committee Reports

When referring in summary records or reports to statements made or positions taken by such delegates the proper designation is :

"Mr. (Western Zones of Germany) said ..." or

"Mr. (Eastern Zone of Germany) said ..."

If the speaker has made a reference to his "government" the summary records or report should read "the authorities in the Western Zones of Germany" or "the authorities in the Eastern Zone of Germany" or "his authorities".

3) Lists of Delegations or Experts in Reports and Press Releases

In the lists of delegations or experts at meetings of Committees or their sub-organs the designation should be :

WESTERN ZONES OF GERMANY

or

EASTERN ZONE OF GERMANY

Mr.) designation of the official
Mrs.) address or title may be
made

and this should be placed immediately after the delegation or experts from the country through whose authority they are present - i.e. in the case of the Eastern Zone of Germany immediately after the USSR delegation and for the Western Zones of Germany immediately after the delegation from the country which during the particular month has the chairmanship of the Allied Control Authority.*

In reports of meetings and press releases do not refer to the Zones of Germany as a country or governments. Do not, for example, write: "Delegations (or experts) participated from the following countries : Western Zones of Germany". Instead, use the following form: "Delegations (or experts)

* For the remainder of 1953 the chairmanship is to rotate as follows :

May	U.S.	September	France
June	France	October	U.K.
July	U.K.	November	U.S.
August	U.S.	December	France

participated from : Western Zones of Germany". The Zones should be listed in the same order as indicated above.

4) Designation at Committee Meetings

Delegates or experts from the Zones of Germany should be seated at meetings behind a placard reading "Western Zones of Germany" or "Eastern Zone of Germany" as the case may be. They should be seated immediately after the country through whose authority they are present, as indicated in paragraph 3 above.

C. APPLICATION IN CASE OF DOUBT

If questions arise as to the application of these rules, they should be referred to Mr. Fagen in accordance with my circular ECE/GS/18.

cc. Senior Staff Members
Members of the Central Office
Administrative Assistants

ECE/DD/63
21 May 1953

ECONOMIC COMMISSION FOR EUROPE

To: Division Directors
From: The Executive Secretary
Subject: Co-ordination of research work in the Secretariat

I would like to specify the established principles and procedures for co-ordination of research studies and of all related activities of the Secretariat involving economic or statistical analysis as distinguished from strictly technical or operational work.

The basic principles to be observed are :

- 1) That all research projects in the Secretariat are the responsibility of the Secretariat as a whole and not the sole or exclusive concern of the particular division in whose work programme they figure;
- 2) That such projects should be planned and executed with full inter-divisional collaboration on the basis of an agreed unified system of priorities.

In the application of these principles the special responsibilities of the Research and Planning Division and of the Office of the Executive Secretary are as follows :

- 1) The Research and Planning Division has, as its name implies, a special responsibility for aiding and advising the Executive Secretary on all questions pertaining to the research work of the Secretariat as a whole and for co-operation with other divisions in the execution of research projects. The Research and Planning Division should be kept continuously informed of and should be consulted at all stages of work on such projects.
- 2) The Office of the Executive Secretary has a special responsibility for keeping the Executive Secretary informed of plans and progress on all such research projects and for helping him compose any differences of views on substantial points which may arise between Divisions. The Divisions concerned should regularly transmit to the Office of the Executive Secretary, through Mr. Fagen, copies of all outlines, memoranda, reports, minutes of meetings, drafts, etc.; should inform the Office of the Executive Secretary in advance of all meetings held to discuss such studies; and report regularly on the work under way.

In order to facilitate the application of these principles, the following procedures should be observed in all Divisions of the Secretariat :

1) Proposals for Research Projects

- a) All proposals for research studies are to be transmitted to the Executive Secretary in written form.
- b) No projects are to be carried beyond the planning stage before receiving the approval of the Executive Secretary.
- c) Such proposals should include an outline of the study not merely in topical form but indicating clearly why the problem to be studied is important, summarizing tentatively at least the main hypotheses on which the study is based and explaining the methods to be employed in making the analysis. The proposals should also include recommendations for the assignment of staff and an indication of the time schedule for completion of the project, specifying the dates for submission of the first draft by the work team immediately responsible, for submission of the revised draft, for the transmittal of the final text for publication, and for the date of publication. In formulating such proposals, a minimum of two weeks should be allowed for between submission of copy to the Office of the Executive Secretary and the date for sending the manuscript to the translating, processing or printing services, unless otherwise agreed by the Office of the Executive Secretary.

2) Co-operation between the Divisions in the execution of research projects

As indicated above the Research and Planning Division has special responsibility in all research projects of the kind covered by this instruction. The degree of this responsibility and of their direct participation in the actual work may vary with the nature of the project. The Executive Secretary will determine in each case, in consultation with the Division Directors concerned, the nature of this co-operation and the division of responsibility. For its part the Research and Planning Division will give other Divisions concerned adequate opportunity for comment and review at various stages of the execution of its projects which touch the field of competence of these Divisions.

3) Final approval of texts

The texts of research studies, after approval by the Division Directors concerned, are to be sent to the Office of the Executive Secretary for clearance by the Executive Secretary before being sent to translating, processing or printing services.

cc. Senior Staff Members
Members of the Central Office
Administrative Assistants