



— FIRST MEETING - WASHINGTON, D. C. - APRIL 2, 1951 —

Serial No. 6

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April 5, 1951

REPORT OF THE THIRD MEETING OF THE ad hoc
COMMITTEE ON ADMINISTRATION AND FINANCE
Thursday April 5, 1951

Attendance

Canada:	Stewart Bates, Chairman J. Howard MacKichan
Denmark:	B. Dinesen Kristian Dierhuus
Iceland:	Arni Fridriksson
United Kingdom:	A.T.A. Dobson
United States:	Hilary J. Deason Fred C. Taylor Mary B. Trenary
Sec'y. General:	William F. Royce, Secretary Richard S. Wheeler

Dr. Bates reported that Dr. Martin agreed to assume the duties of Acting Executive Secretary during the first fiscal year.

It was agreed to recommend to the Commissions that they request the United States to maintain the records of the Commission until taken over by the Acting Executive Secretary.

It was agreed to recommend to the Commission that Dr. Martin should enter on duty as Acting Executive Secretary on July 1, 1951.

The Budget was reconsidered as follows:

	1951-52	1952-53
Personal Services.....	\$14,500	\$20,000
Travel.....	3,000	5,000
Transportation of Things.....	300	500
Communications Services.....	1,000	1,500
Rents and Utility Services.....	200	250
Other Contracted Services including printing.....	2,000	3,000
Supplies and Materials.....	1,000	1,500
Equipment.....	2,000	2,000
Annual Meeting.....	2,500	2,500
	\$26,500	\$36,250

The budget for 1952-53 was estimated solely for the purpose of gauging the possible expenses when the Commission will be in permanent quarters and operating with a permanent staff.

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A Financial Resolution was discussed. Mrs. Trenary proposed one which it was agreed would be redrafted and presented to the next executive session of the Commission. This resolution will cover the proposed budget for the first fiscal year of the prepared scale of contributions to meet this budget. Dr. Bates presented proposals respecting a Working Capital Fund which will be incorporated in the Draft Financial Resolution.

The Committee also agreed upon a resolution for presentation to the next Executive Session respecting the temporary headquarters for the Commission, the designation of an Acting Executive Secretary for the first fiscal year, and the rate to be authorized for travelling expenses of the Secretariat.

The Committee attaches to this report, for the information of the Commission, a tabulation entitled "Estimated Governmental Contributions to 1951 Administrative Budget of \$26,500."

Attachment A: Tabulation

- END -

ATT A
 DOC/20
 April 5, 1951

ESTIMATED GOVERNMENTAL CONTRIBUTIONS
 TO 1951 ADMINISTRATIVE BUDGET OF \$26,500.
 (Based on Panel Membership, Plus \$500)

Country	1/																			
Canada	4	11,164	9,900	7,732	8,332	8,832	7,072	7,576	7,576	5,796	4,900	4,084								
Denmark	1	3,166	2,850	2,308	2,458	2,458	2,143	2,269	2,269	1,824	1,600	1,396								
Iceland	0	500	500	500	500	500	500	500	500	500	500	500								
United Kingdom	2	5,832	5,200	4,116	4,416	4,416	3,786	4,038	4,038	3,148	2,700	2,292								
United States	2	5,832	5,200	4,116	4,416	4,416	3,786	4,038	4,038	3,148	2,700	2,292								
Norway	1		2,850				2,143	2,269	2,269	1,824	1,600	1,396								
France	4			7,732			7,072			5,796	4,900	4,084								
Portugal	3				6,374			5,807		4,472	3,800	3,188								
Spain	3					6,374			5,807		3,800	3,188								
Italy	4																			

No. Members	5	6	6	6	6	6	7	7	7	8	9	10
No. Panel Shares	9	10	13	12	12	12	14	13	13	17	20	24
Cost per Panel	2,666	2,350	1,808	1,958	1,958	1,643	1,769	1,769	1,769	1,324	1,100	896
Membership share: \$500												

1/ Panel Memberships

