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13 October 1949

Pages 1 - 5, incl.

REPORT OF THE AD HOC COMMITTEE

to the
STANDING GROUP
on

REGRADED ~~NATO UNCLASSIFIED~~
Per Authority ~~IMS~~ **IMS-130-96**
By LATHY Date 05 Jan 88

ORGANIZATION OF THE SECRETARIAT OF THE STANDING GROUP

Reference: SGM-1-49

1. Pursuant to a directive issued by the Standing Group at its meeting of 10 October 1949, an ad hoc committee met on 12 October 1949, to develop, for consideration by the Standing Group, a suitable organization to function as a secretariat, and to make recommendations which the Standing Group should follow in the conduct of its future business.

2. Present were:

- Captain R. D. Coleridge (UK)
- Commander Picard Destalan (France)
- Colonel H.P. Storke (US)

3. The committee recommends the following:

a. The Secretariat and Working Teams of the Standing Group shall consist only of nationals of France, the United Kingdom, and the United States.

b. The Secretariat and Working Teams of the Standing Group shall be located in Washington and shall function on a permanent basis.

c. The Secretariat of the Standing Group shall be kept as small as possible. It shall consist of a Secretary-General, initially U.S., three Secretaries drawn from the three nations represented on the Standing Group, and adequate clerical assistance (see Enclosure "A").

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d. It will serve the Standing Group and Working Teams such as may be set up by the Standing Group. In this respect it will carry out the normal functions of a military secretariat.

e. The Secretariat will also undertake such administrative functions as may be required in connection with the work of the Standing Group and its Working Teams.

f. The Secretariat will not represent national interests and will be the servant of the Standing Group and of its Working Teams.

g. The Secretariat shall be charged with the following functions:

(1) Liaison with the Military Representatives accredited to the Standing Group and the liaison representatives to the Standing Group.

(2) Insuring liaison between the Standing Group and the Military Production and Supply Board.

(3) The issuance of such routine information to the members of the Military Committee as the Standing Group directs.

(4) The maintenance of an expense account to include the recording of such expenses incident to the costs of common housekeeping, secretarial work, civil employees, and other appropriate items.

(5) The implementation and operation of effective internal security measures for the headquarters of the Standing Group.

h. It will be necessary for the Standing Group to be served by Working Teams to deal with specific problems as they arise. These Working Teams will consist of representatives of France, the United Kingdom, and the United States. These officers will receive instructions from their respective representatives on the Standing

Group and, where appropriate, direct from the national staffs of the three countries in Paris, London and Washington. Their object will be to produce agreed recommendations for submission to the Standing Group.

1. Facilities will be provided in the Standing Group headquarters for the Representatives of the Standing Group, the Secretariat, three permanent national Working Team offices, liaison offices and suitable conference rooms (see Enclosure "B").

Picard Destalan,
Commander
(France)

R. D. Coleridge,
Captain
(United Kingdom)

H. P. Storke
Colonel
(United States)

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ENCLOSURE "A"

SECRETARIAT

ESTIMATED INITIAL MINIMUM PERSONNEL STRENGTH

	Military		Civilians		Total
	Offs.	Enl.	Assgnd.	Guards	
Standing Group Representatives	-	-	3	-	3
Secretary-General	1	-	2	-	3
Secretaries (3)	3	-	7	-	10
Message Center & Mimeo.	1	2	-	-	3
Research & Records	-	-	2	-	2
Minutes & Reports -					
Reporters (2), Steno's (2)					
Translators (2), Interpreters (2)			8	-	8
Asst. Secy's for Admin	1	-	-	-	1
Security	-	3	1	6-10	10-14
Services, Supply & Communication	-	-	3	-	3
				(includes 2 laborers)	
Presentation & Map Unit	-	2	-	-	2
Budget & Finance	-	-	-	-	-
	6	7	26	6-10	45-49

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Enclosure "A"

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ENCLOSURE "B"

STANDING GROUP HEADQUARTERS

ESTIMATED SPACE REQUIREMENTS

	<u>Large Offices</u>	<u>Small Offices</u>	<u>Conf Rooms</u>	<u>Other Rooms</u>
Standing Group Representatives (3)	3	3	1	
Secretary General (1)	1	1	1	
Secretaries (3)	1	1		
Steno-type pool				1
Drafting				1
Message Center, Records				1
Security				1
Interpreter-trans pool				1
Permanent Working Teams (3)	3	3	1	
Liaison:				
Other nations		2		
Military Production & Supply Board		2		
	8	12	3	5
Space per single room (sq. ft.)	600	300	600	1500
	4800	3600	1800	7500
		7500		
		1800		
		3600		
		4800		
Total (rooms only)		17,700 sq. ft.		

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