



1919.

R 1455

ORGANISATION :

INTERNATIONAL SECRETARIAT.

29.

Undated
(? May 9)

No. 255

Dossier No. 255
Received by

d. of h.

(Subject.)
Organisation of the League

Last Paper.

Minute stating temporary staff necessary
to begin with + outlining scheme

(Print.)

(Minutes.)

29/5/19
X

(How disposed of.)

30/8/19

(Action completed.)

(Index.)

JH

✓ ✓
A. B. C.

Next Paper.

260

2M1

? Innumera
file under Organ
29

Organisation
File # 2(a)
17-v-19

255

The Secretary-General will be assisted in his duties by two Chief Officers of equal status styled respectively the Deputy Secretary-General and the Under Secretary-General. They will work in the closest collaboration with him.

The Deputy Secretary-General will act for the Secretary-General in case of the absence of the latter.

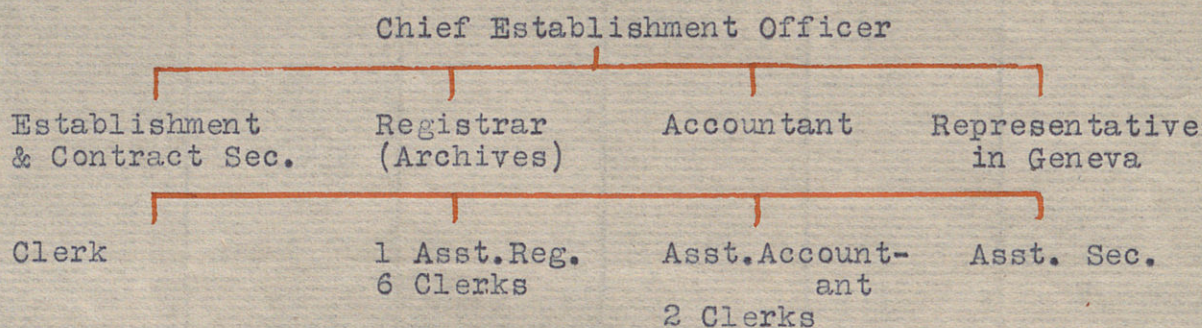
Men should be provisionally selected to take charge of and for posts in sections to be tentatively established to deal with:

1. Political Intelligence.
2. Economics and Finance.
3. Labour.
4. Legal matters.
5. International Organisation and commissions (affiliated bodies).
6. Mandates.
7. Treaties.
8. Publicity.

Special sections will probably have to be appointed for the execution of specific tasks assigned to the League of Nations by the Treaty of Peace.

Arrangements will at once be made for the examination of the Treaty in order to ascertain the exact scope of duties entrusted under it to the League, and the dates on which they must be assumed.

The temporary establishment staff will consist of:



2. A temporary and skeleton organisation to be established probably for the first few months, for the following reasons:-

- (i) To enable the Council to meet for the consideration of urgent matters, with the least possible delay;
- (ii) To examine the technicalities of organisation so that considered plans may be prepared for submission to the Organisation Committee.

3. The temporary organisation to be set up in London.

4. Representatives of the Secretary-General, the Deputy Secretary-General and the Under Secretary-General, to proceed as soon as possible to London, to decide upon a building to accommodate the temporary organisation.

5. The Chief Establishment Officer, the Establishment Secretary, and the Accountant will be summoned to assist in assigning accommodation and in any other arrangements.

6. The Registry will next be installed.

7. When the general arrangements of the establishment have been completed, the chiefs of the various sections will be asked to instal themselves.

8. The Scheme of Sectional Divisions is purely tentative. The establishment of further sections to deal with special subjects may at any moment become necessary.

The Secretary-General is however convinced of the importance of keeping the personnel of the temporary establishment strictly limited, so that it may not lose its flexibility, an essential quality where changes are likely to be necessary before permanent plans can be decided upon by experience.

9. Correspondence to be in French or English accordingly as the correspondent selects either language.

10. From the foregoing clauses it will be observed that the Staff must be bi-lingual except in so far as it will be sufficient for the majority of junior members only to be able to read both languages, and not necessarily to write both.

11. The appointments of the Staff must necessarily be temporary and dependent on the ratification of the Treaty of Peace. There is however every expectation that appointments in the higher ranks of the Staff will be for not less than five years after which period they will be subject to revision, and for a longer period in the lower ranks of the establishment side.

12. The various Governments, members of the League should be formally asked by the Organisation Committee

to

to recognise and encourage as specially valuable, service on the organisation of the League and to arrange that transfer from the service of the Government to that of the League should carry with it no disadvantage either as regards ultimate reabsorption or loss of pension rights.

13. The salaries of the Staff will be decided on provisionally by the Committee. The accountant to prepare proposals for the establishment Staff.

E. D.

? May 9. 1917.

It has been decided that the temporary organisation of the League of Nations can be most conveniently carried out in London. Arrangements are being made accordingly. It is clearly necessary to make adequate preparation to meet the great responsibilities which may devolve upon the League, but all measures for this object, although taken under the authority of the Organisation Committee of the League, are of course purely provisional as until the ratification of the Treaty of Peace the League has no legal existence.

SECRETARY - GENERAL

DEPUTY SECRETARY-GENERAL

UNDER SECRETARY-GENERAL.

1. Political Intelligence:
2. American. 1 ~~French~~.
2. Economics and Finance:
English.
3. Labour:
1. American. 2 (Belgian).
4. Legal Matters.
1. Dutch. 2 (English)
5. Internat^l Organisation and Commissions:
American.
6. Mandates:
English.
7. Treaties:
Italian.
8. Publicity:
1. French. 2. (American)

Unit Establishment Officer
English
(Colonel Haldane)
(Temporary)

Establishment
and Contracts
American
(Mr. Harold H. Young)

Registrar
English

Accountant
French and
English.

Representative
in Geneva
Swiss.

SECRETARY-GENERAL

2

29

Organisation

File B 2(A)

Deputy Secretary-General

Under Secretary-General.

- 1. Political Intelligence:
 - 1. ~~American~~ 2. (French) *2 Americans.*
- 2. Economics and Finance:
 - English.
- 3. Labour: *american*
 - 1. French. 2. (English) *2*
- 4. Legal Matters. *Belgium*
 - 1. Dutch. 2. (English). *2*
- 5. International Organization and Commissions:
 - American. *2*
- 6. Mandates:
 - English. *1*
- 7. Treaties:
 - Italian. *1*
- 8. Publicity:
 - 1. French. 2. (American) *3*

1 sec.

Unit Establishment Officer
English
(Colonel Haldane)
(Temporary)

2A/1

Establishment and Contracts
American
(Mr. Harold H. Young)

Registrar
English

Accountant
French and English.

Representative
in Geneva
Swiss.

1

1

2

1

Statistical

1 Sec's room

2 Council Rooms

4 spare

1 Typists - large

2 messengers

The Secretary-General will be assisted in his duties by two Chief Officers of equal status styled respectively the Deputy Secretary-General and the Under Secretary General. They will work in the closest collaboration with him.

The Deputy Secretary General will act for the Secretary-General in case of the absence of the latter.

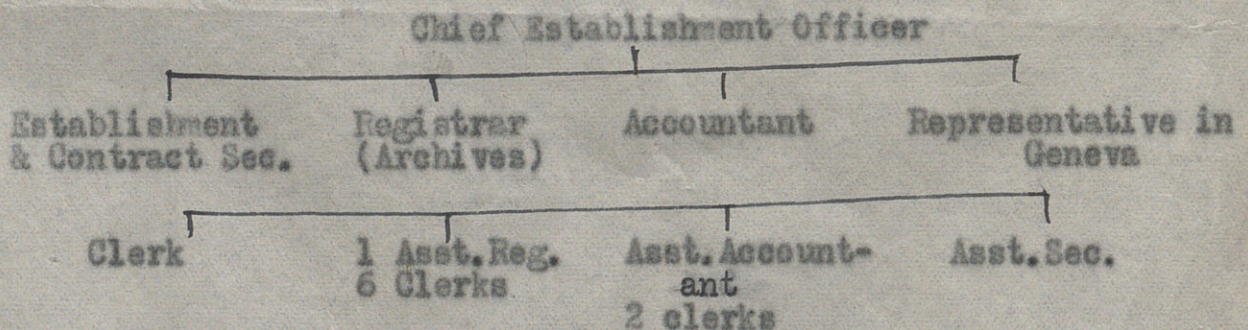
There should be personally selected or take charge of the position
Sections should be established as soon as possible to deal with: *Sections to be tentatively established*

1. Political Intelligence.
2. Economics and Finance.
3. Labour.
4. Legal matters.
5. International Organisation and commissions (affiliated bodies).
6. Mandates.
7. Treaties.
8. Publicity. *probably have to be*

Special sections will be appointed for the execution of specific tasks assigned to the League of Nations by the Treaty of Peace.

Arrangements will at once be made for the examination of the Treaty in order to ascertain the exact scope of duties entrusted under it to the League, and the dates on which they must be assumed.

The temporary establishment staff will consist of:



2. A temporary and skeleton organisation to be established probable for a period of ^{the first few months} ~~six months or thereabouts~~, for the following reasons:-

(i) To enable the Council to meet for the consideration of ~~urgent~~ matters, with the least possible delay;

(ii) To examine the technicalities of organisation so that considered plans may be prepared for submission to the Organisation Committee.

3. The temporary organisation to be set up in London.

4. ^{Representatives} A ~~Committee~~ consisting of the Secretary-General, the Deputy Secretary-General and the Under Secretary-General ~~or their representatives~~, to proceed as soon as possible to London, to decide upon a building to accommodate the temporary organisation, ~~The Secretary-General to be ex-officio Chairman of the Committee.~~

5. ~~When the Committee have decided upon a building,~~ the Chief Establishment Officer ^{the Establishment Secy} and the Accountant ~~to be~~ ^{will} summoned to assist ~~the Committee~~ in assigning accommodation and defraying ~~the expenses of preparation.~~

^{in all the arrangements}
6. The Registry will next be installed.

7. When the general arrangements of the establishment have been completed, the chiefs of the various sections will be asked to instal themselves.

8. The Scheme of Sectional Divisions is purely tentative. The establishment of further sections to deal
with

with special subjects may at any moment become necessary.

The Secretary-General is however convinced of the importance of keeping the personnel of the temporary establishment strictly limited, so that it may not lose its flexibility, an essential quality where changes are likely to be necessary before permanent plans can be decided upon by experience.

9. Official correspondence to be in French or English accordingly as the Correspondent Government selects either language. ~~Semi-official and private correspondence to be in either language according to the writer's inclination.~~

10. From the foregoing clauses it will be observed that the Staff must be bi-lingual except in so far as it will be ^{the majority of} sufficient for junior members only to be able to read both languages, and not necessarily to write both.

11. The appointments of the staff must necessarily be temporary and dependent on the ratification of the Treaty of Peace. There is however every expectation that appointments in the higher ranks of the staff will be for not less than five years after which period they will be subject to revision, and for a longer period in the lower ranks of the establishment side.

12. The various Governments, members of the League formally asked by the Organization Committee should be ~~asked~~ to recognise and encourage as specially valuable, service on the organization of the League and to arrange that transfer from the service of the Government to that of the League should carry with it no disadvantage either as regards ultimate reabsorption or loss of pension

rights/

rights.

13. The salaries of the staff will be decided on provisionally by the Committee. The accountant to prepare proposals for the establishment staff.

Completed

14. Discussion of a draft letter (attached) to the Press stating that temporary arrangements for the organization of the League are being made in London, explaining that the League has no legal existence until the Covenant is ratified.

It has been decided that the temporary organization of the League of Nations can be most conveniently carried out in London. Arrangements are being made accordingly. It is clearly necessary to make adequate preparation to meet the great responsibilities which may devolve upon the League, but all measures for this object, although taken under the authority of the Organization Committee of the League, are of course purely provisional as until the ratification of the Treaty of Peace the League has no legal existence.

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