CENTRAL EUROPEAN BRANCH

of the CENTRAL & EASTERN EUROPEAN DIVISION

Embracing Czechoslovakia, Austria and Hungary

A Study of Personnel, Their Duties and Functions in the Headquarters, Military, and Operational Periods, with Special Reference to the Mission in the Field

The Chief of Branch

In accordance with established policies and procedures and instructions by Headquarters, the Chief of Branch will be charged with the duty of constructing a Branch program.

He may remain at Headquarters throughout the period of UNRRA operations, or he may go to the field as Chief of Mission, depending upon circumstances.

The duties of the Chief of Branch will be:

To develop a program for field operations;

To coordinate and integrate every resource of UNRRA to bear on the program, in order that —

(a) The program for the Field Mission may be conceived as part of the total operation of UNRRA,

(b) That it fits in with other parts of the global operations,

(c) That it is consistent with other efforts being made elsewhere,

(d) That the various factors operate on time,

(e) That the program meets local conditions adequately,

(f) To the end that the program as a whole will operate effectively in the field.
In the Headquarters Period: The Chief of Branch will be charged with the following duties:

To select personnel to make studies regarding social and economic conditions relating to relief and rehabilitation operations within the area;

To initiate and supervise the studies;

To chair intra-agency meetings on matters relating to programs or operations within the area;

To give information on conditions in the area which will help to guide the work of the Technical Functional Division;

To collaborate with appropriate Offices, Bureaus, and Functional Divisions in the preparation of administrative and operational budgets, and to be responsible for the assembling and completion of such budgets for the Mission;

To collaborate with appropriate Offices, Bureaus, and Functional Divisions in the selection and training of personnel for the Field Mission;

To assist in the compilation of a list of personnel and agencies available for use within the occupied countries whose services may be valuable in operational activities;

To be responsible for obtaining the required action on all communications relating to the area;

To initiate, formulate and develop a plan of operations in collaboration with the relevant Offices, Bureaus and Divisions at Headquarters, and to review plans of member governments for relief and rehabilitation, and to make recommendations to the Bureau of Areas regarding those plans.

NOTE: It is understood that when the Mission leaves for the field a small staff will remain at Headquarters to be responsible for matters relating to the Mission under procedures prescribed by the Bureau of Areas.
The Central European Mission

NOTE: The character and extent of operations, and the types of personnel engaged for the different countries will vary according to conditions, and will be resolved by Headquarters.

The enumeration of duties of the principal personnel and of the various Divisions is indicative of the kinds of duties they may be called upon to perform, in accordance with instructions by the Bureau of Areas, and is not intended to be a complete enumeration or to indicate that all of those duties will necessarily be performed in any particular area.

Negotiations with member governments regarding the extent of their relief and rehabilitation operations will necessarily have to be carried on to a large extent by the Director General and the Bureau of Areas, and the scope of the Mission's operations will be in accordance with the determinations arising out of those negotiations.

I. STAFF

Principal Members of the Mission Staff

1. Chief of Mission
2. Special Assistant to the Chief of Mission
3. Deputy Chief of Mission
4. Deputy Chief of Mission for Czechoslovakia
5. Deputy Chief of Mission for Austria
6. Deputy Chief of Mission for Hungary
7. Economic Adviser
8. Inspector of Operations
9. Office Manager for Administrative Section
10. Senior Personnel of the Functional Division, and of Supply

1. The Chief of Mission

In accordance with policies and procedures established, and instructions by Headquarters, the Chief of Mission will be charged with putting the program into effective operation.
He shall keep the Deputy Director General for Areas and the Bureau of Areas fully informed on all aspects of UNRRA activities within the area.

In the Military Period: To the extent determined by the Deputy Director General for Areas, and in accordance with his instructions, the Chief of Mission will be responsible for such types of duties as are enumerated below:

To estimate as early as possible the need for clothing, shelter and other relief including medical care;

To estimate local supplies available;

To investigate the availability of local agencies and personnel for relief and rehabilitation operations;

To establish liaison and consult with the military and other national governmental agencies and local governments regarding initiation of the relief and rehabilitation program;

To make surveys of special problems relating to refugees and displaced populations;

To survey distribution facilities, channels and controls and rationing and price control systems;

To investigate and report on health conditions, medical needs, hospital facilities and availability of local medical personnel;

To investigate requirements for seed, fertilizer and agricultural equipment and report on requirements for rehabilitation of the food processing industries;

To survey existing transportation facilities essential for relief operations and to estimate other minimum requirements for industrial rehabilitation essential to relief operations;

To survey the facilities for storage and warehousing, including special facilities for medical supplies;

To survey port facilities for the handling of shipments of supplies and make recommendations with respect thereto;

In conformity with established policy and instructions, to deal with local governments and other authorities and voluntary relief organizations;
To assist in the planning and modification of programs for rationing, price control and allocation of civilian goods;

To develop relief and rehabilitation programs for approval by the Bureau of Areas;

To arrange for uniform clearance and necessary control of all imported civilian goods, whether sold, bartered or distributed free, and, in such areas, to pass on all requests for imports of civilian goods.

To assist local governmental authorities or other appropriate officials in the operation of programs for rationing, price control and allocation of civilian goods; and when required, in the modification of such programs;

To maintain liaison and cooperative relationships with military and other authorities, including local governments;

To take over operations from the military in accordance with established procedure and instructions from Headquarters;

To negotiate, or cause to be negotiated, matters relating to surplus Army supplies of use in relief and rehabilitation;

To advise the Deputy Director General for the Bureau of Areas on all aspects of UNRRA operations within the area.

In the Field When UNRRA Will Operate Alone: The Chief of Mission will be charged with the following duties:

To have responsibility for all relief and rehabilitation operations within the area in accordance with established policies and procedures and instructions by Headquarters;

To have administrative direction of all personnel;

To represent UNRRA in all matters within the area;

To make recommendations for adjustments in the program requiring approval by Headquarters;

To keep the Deputy Director General for Areas currently informed, and to report on operations as required by established policies and procedures and instructions by Headquarters;
To devise a system of inland transport, in collaboration with Supply, governmental and inter-governmental agencies, to expedite operations;

To prescribe, subject to approval from Headquarters, procedures designed to insure orderly interchange of technical instructions, reports and information between Headquarters and technicians;

To prescribe the administrative procedures and methods of operation governing the activities and work of all personnel of the Mission.

2. The Special Assistant to the Chief of Mission

Will work on such tasks as are assigned to him by the Chief of Mission.

3. The Deputy Chief of Mission

Will have the duties usually assigned to an executive officer:

To act for Chief of Mission in his absence;

To have immediate supervision of the work of the Divisions of the Mission, under the direction of the Chief of Mission;

To coordinate all relief and rehabilitation efforts within the area;

To maintain liaison with the military when so charged, with governments, with governmental and inter-governmental agencies, and with private voluntary agencies;

To inform and make recommendations to the Chief of Mission regarding problems in the area in respect to relief and rehabilitation;

To integrate the work and deploy the experts designated by the Chief of Mission from the personnel assigned to the area by the Functional Directors through the Deputy Director General for Areas;

To be responsible for estimating personnel requirements of the Mission;

To be responsible for any other duties specifically delegated to him from time to time by the Chief of Mission;

To arrange, or cause to be arranged, an adequate method of handling public relations.
4. **The Deputy Chief of Mission for Czechoslovakia**

Will be charged with the following duties:

To have supervision of the relief and rehabilitation operations for Czechoslovakia;

To assist the Chief of Mission in overall planning;

To have immediate supervision of personnel assigned to him by the Chief of Mission;

To inform the Chief of Mission currently in respect to problems relating to UNRRA work in Czechoslovakia;

To estimate personnel requirements for Czechoslovakia;

To devise means whereby balanced requirements are made for operations in Czechoslovakia, in collaboration with the Divisions;

To maintain, as required, close liaison with the local governmental agencies at work on relief and rehabilitation problems;

When requested by a member government, to arrange or be responsible for arranging for the supplying of technical and administrative assistance to the government in the relief and rehabilitation activities;

To review such operations in conformity with established standards, criteria and policies in its relation to any other plans, and to make appropriate recommendations;

To observe or arrange for the observation of the operations of government programs in the field of relief and rehabilitation;

To formulate a schedule for relief and rehabilitation requirements and operations;

To make recommendations for more effective operations;

To report currently to the Chief of Mission on requirements and operations;

To make provision for effective handling of public relations.
5. The Deputy Chief of Mission for Austria

Will have the duties listed under 4, as related to Austria.

6. The Deputy Chief of Mission for Hungary

Will have the duties listed under 4, as related to Hungary.

7. The Economic Adviser

Will be charged with the following duties, for example:

To collect and correlate information on economic problems relating to UNRRA activities and operations;

To advise the Chief of Mission, as required, and the Deputy Chiefs for Czechoslovakia, Austria and Hungary on:

- Local resources
- Distribution methods and practices
- Business practices in the matter of wholesale and retail methods used in the countries involved
- Cooperatives
- Mutual benefit societies
- Unemployment - government assistance
- Trade associations
- Labor unions
- Brokerage and marketing
- Crop conditions
- Business indexes
- Transport
- Storage
- Factory production
- Fisheries
- Timber
- Mining
- Rationing and price control
On the effect made by the economy of the countries involved, upon UNRRA operations
On the effect of importation of relief and rehabilitation supplies on the economy of the respective countries
On proposals for the stimulation and increase of production

To survey and report on the ability to pay of each country involved, if so charged by the Chief of Mission, by the Regional Office, or by Headquarters;

To collaborate closely with the Division of Industrial Rehabilitation regarding repairs of plants essential to UNRRA operations;

To review operations in respect to their adherence to approved methods and procedure for distribution controls;

To appraise systems, techniques and practices of distribution control, including rationing, price control and marketing practices, and to advise the Chief of Mission and Senior Personnel of the Branch with respect to such matters; and to be, in general, the source of economic intelligence for the Mission.

8. Inspector of Operations

The Inspector of Operations will examine the activities of the Mission to determine whether they are being carried forward in accordance with established policies and procedures, under the administrative direction of the Chief of Mission.

9. The Office Manager of the Administrative Section

Under the administrative direction of the Chief of Mission, and in accordance with prescribed policies and procedures, the Office Manager of the Administrative Section will have the following duties, for example:

To assemble detailed budget estimates in accordance with the procedure prescribed by the Bureau of Finance and Administration;

To prepare or aid in preparation of administrative procedures governing operations within the Mission;
9. The Office Manager of the Administrative Section

Under the administrative direction of the Chief of Mission, and in accordance with prescribed policies and procedures, the Office Manager of the Administrative Section will have the following duties, for example:

To assemble detailed budget estimates in accordance with the procedure prescribed by the Bureau of Finance and Administration;

To prepare or aid in preparation of administrative procedures governing operations within the Mission;

To handle all requests to Headquarters from the Mission regarding matters of personnel, accounting, administrative supplies and equipment, and travel arrangements;

To handle, when so required, personal problems of the field personnel including family relationships;

To arrange, as required, for the duplication and circulation of field reports and other data among the Mission personnel;

To recruit, train and supervise stenographic staff.

10. The Senior Personnel of the Functional Divisions and of the Division of Supply

Under the administrative direction of the Chief of Mission and in accordance with established policies and procedures, and instructions by Headquarters, the Senior Personnel of the Functional Division and the Division of Supply will be charged with duties as hereinafter outlined for their respective Divisions.
II. DIVISIONS

1. Industrial Rehabilitation Division
2. Supply and Distribution Division
   a. Supply Branch
   b. Transport and Storage Branch
   c. Distribution Branch
3. Agriculture Division
4. Health Division
5. Displaced Persons Division
6. Welfare Division

1. Industrial Rehabilitation Division

Under the administrative direction of the Chief of the Central European Mission and in accordance with policies and procedures, and instructions by Headquarters, the Industrial Rehabilitation Division will be charged with the following duties, for example:

To determine what industrial rehabilitation projects should be attempted;

To give engineering and technical advice and service, when necessary, for the rehabilitation of utilities, inland transport, communication, and other facilities for the rehabilitation of essential manufacturing plants, and for the providing of essential needs for UNRRA operations;

To appraise the industrial rehabilitation needs in Czechoslovakia, Austria and Hungary as they apply to operations of UNRRA;

To estimate the production capacity of extractive industries, such as coal and salt mining, forests and fisheries, oil and synthetic oil plants as they relate to UNRRA operations;

To determine priorities and the urgency of proposed requests for industrial rehabilitation;

To estimate the production of consumer goods;

To collaborate with Welfare personnel in repairing or building emergency housing for Displaced Persons;

To keep fully informed as to the Supply situation in order to gear industrial rehabilitation to the Supply program and Supply possibilities;
To formulate requirements and procurements for supplies for repair and operation of plants, communications and shelter;

To supervise operations of technicians and experts charged with industrial rehabilitation;

To make recommendations for more effective operations in the field of industrial rehabilitation to the Chief of Mission;

To report to the Director of Industrial Rehabilitation under established procedures and channels.

NOTE: It is fully recognized by the Director of Industrial Rehabilitation and the Chief of Mission that local conditions, the Supply situation and other factors may modify any outline of duties made at this time. The above is for discussion and to serve as a basis for tentative plans.

The detailing of program outlined is not to be construed as a pre-determined blue print, but as suggestive of the categories of responsibility which the Division will have. Circumstances may add to, subtract from or modify the list. This is an effort to achieve that mutual understanding between Functional Divisions, Supply, and the Chief of Mission, in order, on the one hand, to preserve the values of unhindered employment of all the resources and skills of the Industrial Rehabilitation Division, and, on the other hand, not to dilute executive authority on the field to the point of inefficiency.

Complete accord is attainable at Headquarters. Special problems which will inevitably arise on the field will be adjusted according to competency of the personnel involved. Their effective settlement is primarily a responsibility of the Chief of Mission under established procedures.
2. Supply and Distribution Division

It is understood that lifting programs agreed upon for a particular area will be shipped to the area, where the Chief of Mission will arrange for their reception and receipt. Thereafter such supplies are the responsibility of the Chief of Mission, who will be charged with developing, or causing to be developed, his own warehousing, transport and distribution system, and accounting system, under established procedures.

It is equally understood that the Chief of Mission will be charged with the responsibility of making complete reports to Bureau of Supply, according to established procedures.

It is further understood that the Bureau of Supply may send inspectors to observe operations in order to determine whether they are being administered according to agreed procedures, standards, and criteria.

The recruiting and administration of the Supply and Distribution Division of the Mission is, therefore, primarily the responsibility of the Chief of Mission, but, at every point, to achieve efficiency and team play, he will collaborate closely with the Bureau of Supply.

It is fully recognized by the Deputy Director General for Supply and The Chief of Mission that local conditions, the Supply situation and other factors may modify any outline of responsibilities made at this time.

Under the administrative direction of the Chief of the Central European Mission, and in accordance with established policies and procedures, and instructions by Headquarters, the Supply and Distribution Division will be charged with the following duties, for example:

a. Supply Branch

To recommend adjustments in the requirements established by Headquarters in the light of apparent indigenous and other available supplies, including surplus military supplies;

To harmonize and balance these estimates with the most pressing needs in view;

To estimate the amounts of commodities to be imported and to negotiate with the Bureau of Supply at London or at Headquarters for their delivery, and to act for the Bureau of Supply in procurement within the area served;

To inform the Chief of the Central European Mission, and, through him, all the Divisions regarding the arrival of supplies;

To prepare, or arrange for the preparation of, time-tables for shipments to and within the Central European Mission, and to expedite and facilitate supply operations to comply with the time-tables;
To set up and operate approved systems of records covering the receipt of supplies and their distribution;

To purchase or otherwise acquire supplies according to procedures prescribed and instructions by Headquarters;

To set up and operate an approved system of reports on goods in storage, in transit, and on requisition;

To exercise control, under the administrative direction of the Chief of the Central European Mission, of all goods imported to and exported from the Mission as they relate to relief and rehabilitation;

To be responsible for all supply operations connected with relief and rehabilitation within the Mission;

To make reports to the Deputy Director General for Supplies in accordance with established procedures and instructions by Headquarters.
b. **Transport and Storage Branch**

To plan and arrange for the necessary transportation and communication facilities, including determination of priorities;

To discover and secure adequate storage facilities;

To negotiate with governmental agencies regarding transport;

To supervise checking, loading and unloading of supplies to the Central European Mission;

To devise methods required to insure the movement of supplies for the efficient and expeditious handling of goods received for UNRRA purposes;

To draw up requirements for motor vehicles, and to expedite and facilitate their requisitions;

To arrange and assist in arranging for transportation for Displaced Persons;

To advise and inform the Industrial Rehabilitation Division regarding the necessary repairs for communications, transport and other facilities.

c. **Distribution Branch**

To plan with the Chief of the Central European Mission, the Economic Adviser, and the Divisions of Agriculture, Welfare, Industrial Rehabilitation, Displaced Persons, and Health, for disposition of supplies within the Central European Mission;

To arrange with marketing agencies, commercial channels, cooperatives and governmental agencies to insure that supplies are distributed according to approved methods and controls;

To observe, or arrange for observation, and report to the Chief of the Central European Mission on distribution operations, and to make recommendations designed to improve performance.
3. Agriculture Division

The Agriculture Division, under the direction of the Deputy Director General for Supply, is, for operational purposes, another Functional Division.

Under the administrative direction of the Chief of the Central European Mission, and in accordance with policies and procedures established, and instructions by Headquarters, the Agriculture Division will be charged with the following duties, for example:

To carry on required operations in connection with the rehabilitation of agricultural and food processing activities;

To determine the need for agricultural rehabilitation in such categories as livestock, fertilizers, insecticides, and farm equipment;

To discover and distribute an adequate supply of farm labor, where there are shortages;

To inform and to seek information from the Industrial Rehabilitation Division regarding need for repair and rehabilitation of plants producing fertilizers, insecticides, farm machinery and implements, and other farm necessities;

To inform the Industrial Rehabilitation Division regarding food programs requiring food processing and to seek information regarding available plant facilities within the area;

To assist the Supply and Distribution Division in planning the distribution of agricultural rehabilitation supplies and for making available surplus farm products for distribution;

To prepare and supervise plans for food-growing activities in all refugee camps;

To present to the Supply Division requests for agricultural supplies for refugee camps;

To keep the Chief of the Central European Mission, and the Supply and Distribution Division currently informed regarding the amount and quality of available seeds, fertilizers, livestock and farm equipment;

To supervise the field operations of technical personnel relating to agriculture;

To make such technical reports, through established channels, as the Deputy Director General for Supplies may direct.

See NOTE on page 12, as having equal bearing on the Agriculture Division.
4. **Health Division**

Under the administrative direction of the Chief of the Central European Mission, in accordance with established policies and procedures, and instructions by Headquarters, and in collaboration with all Divisions, it will be the duty of the Health Division:

To supervise health and sanitation operations in connection with the handling of Displaced Persons and other groups having special needs within the province of the Health Division;

To determine the extent of medical and sanitation needs throughout the Mission;

To supervise medical care in camps;

To collaborate with governmental public health services;

To cooperate with local professional medical groups;

To discover and recruit local medical men and women who are known to be eminently qualified, such as many of the fellows of the Rockefeller Foundation or of the International Institute of Education;

NOTE: I have already checked a list of such institutions in America. Mr. Rezak of the Personnel Division is writing to all of them for lists of European students covering the period between wars. This should discover many valuable colleagues for field work within the occupied countries.

To present to Supply Division requisitions for essential medical and sanitary supplies;

To collaborate with private voluntary agencies operating in the field of health and sanitation;

To supervise field operations of the Health Division personnel;

To make recommendations for a more effective execution of the program by the field staff regarding health and sanitation;

To formulate programs regarding public health service, sanitation, control of communicable disease, prevention of the introduction of disease from other areas, the restoration of hospitals and clinics, the manufacture or import of medicines and instruments, and make recommendations for international and maritime quarantine;

To assist the Chief of the Central European Mission in developing supply programs by advice on nutritional standards and criteria;
To be responsible for all health and medical operations of UNRRA within the Mission;

To have oversight of the health of the personnel of the entire Mission;

To give technical assistance to all other Divisions on matters of health;

To make proposals and to obtain from the Chief of the Central European Mission such assistance as may be needed to make more effective the health operations within the Mission;

To assist the Chief of the Central European Mission in negotiating with governmental agencies regarding measures to be taken in case of epidemics;

To make technical reports to the Director for Health, in accordance with established procedures and instructions by Headquarters.

See NOTE on page 12, as having equal bearing on the Health Division.

5. **Displaced Persons Division**

Under the administrative direction of the Chief of the Central European Mission and in accordance with established policies and procedures, and instructions by Headquarters, the Displaced Persons Division will be charged with the following duties, for example:

To report to the Chief of the Central European Mission on the number, locations, categories, and nationality status of displaced persons within the Mission;

By "categories" is meant:

**Displaced Persons** - All persons and all classes or groups of persons separated from their homes and consequently in need of help.
Expatriates - Persons or groups who were abroad at the outbreak of war but who still enjoy in fact or in law the protection of their own governments.

Refugees - Persons who for political reasons have become expatriated, unsettled, and have no claim to the legal protection of their own or any other country.

War Fugitives - Persons who have fled from areas in which fighting has taken place.

Deportees - Persons who have been removed from their own districts or countries on a deportation order.

Extruded persons - Persons or populations who have been expelled from their former place of residence by the occupying power.

Intruded persons - (or populations) - Settlers planted by Axis on occupied or annexed lands.

Evacuees - Persons who have been removed from a danger area in accordance with a plan of the defending or occupying power.

Axis-organized workers (or Axis workers) - Persons from occupied territories set to work in Axis interest with or without their own consent.

Prisoners of War

Members of Armed Forces Including Demobilized or Disbanded Men
(Sub-divided into Allied and Axis)

Civil Prisoners (Other than ordinary criminals)

To collaborate with the Chief of the Central European Mission in recruiting and orientation of personnel for displaced persons operations;

To plan and devise methods for the identification, location and documentation of groups of persons residing in liberated areas who have been displaced;

To assist in arranging for necessary identity and transportation documents;

To advise on special requirements in the registration of such persons;
To determine details of documentation required as proof of nationality by governments of the territory to which these persons are to be returned;

To assist in arranging for the examination of claims of citizenship of such persons by government representatives of destination countries;

To plan, in cooperation with Supply and Transport Division for the transportation of such displaced persons to their place of permanent residence, and to make all necessary arrangements with neighboring UNRRA missions beyond the frontier;

To collaborate with the Chief of the Central European Mission in formulating programs and in the revision of same in relation to displaced persons;

To furnish technical assistance to the field staff in regard to displaced persons;

To consult with the Health, and the Welfare Divisions for immediate needs for food, clothing, shelter and medical care for displaced persons.

To make technical reports to the Deputy Director General of Displaced Persons according to established procedures and instructions by Headquarters;

To arrange, in collaboration with the Division of Supply, the Division of Welfare, and the Division of Health, for the construction of refugee camps, housing and hostels;

To collaborate with private voluntary agencies under such directives as Headquarters shall issue;

To secure needed supplies from the Division of Supply;

To cooperate with the Health Division, the government, the military authorities, and appropriate international organizations in the prevention and control of epidemics which may occur in connection with refugee camps and repatriation projects;

To discover means of employing displaced persons;

To give technical assistance to all other Divisions regarding matters relating to Displaced Persons;
To cooperate with the Intergovernmental Committee for the resettlement of "stateless" persons;

To cooperate with the International Red Cross, and other interested agencies in locating missing members of families and in reuniting of families;

To make proposals to the Chief of the Central European Mission for more effective operations in the field of Displaced Persons within the area;

To report to the Director for Displaced Persons, in accordance with established procedures and instructions by Headquarters.

See NOTE on page 12, as having equal bearing on Displaced Persons Division.

6. Welfare Division

Under the administrative direction of the Chief of the Central European Mission and in accordance with policies and procedures established and instructions by Headquarters the Welfare Division will be charged with the following duties, for example:

To collaborate with the Chief of the Central European Mission, and the Displaced Persons Division in formulating plans for Welfare activities;

To assist in the restoration of local public and private social work agencies, and in reestablishing the social work structure of the countries involved on a national scale;

To arouse and to mobilize local sentiment in behalf of Welfare;

To stimulate the operation of community welfare organization and programs, such as boating, football matches, track meets, Sokols, swimming pools, Sokols, and other athletic and social organizations;
To render appropriate social services to displaced persons in refugee camps, hostels, temporary shelter, or en route to their homes. For example, something in the nature of a Traveler's Aid service could be helpful near railway terminals;

To determine the ability of persons receiving aid to pay;

To distribute clothing and food to indigent persons;

To formulate standards for determining needs of individuals, families, and groups requiring specialized welfare services;

To provide, or arrange for the provision, of emergency shelters where needed;

NOTE: This might be a special need near large railway centers.

To give aid to groups with special needs such as nursing and pregnant women, children, the aged, the invalids, and the handicapped;

To present to the Supply Division requests for goods or services according to prescribed procedures;

To collaborate with private voluntary agencies and to assist them in cooperating among themselves within the general framework of UNRRA;

To supervise and be accountable for welfare aspects of UNRRA's effort throughout the Mission;

To furnish technical assistance at the point of Welfare to all other Divisions within the Mission;

To make proposals to the Chief of the Central European Mission for more effective operations of the Mission in the field of Welfare;

To make technical reports to the Director of Welfare, in accordance with established procedures and instructions by Headquarters.

See NOTE on page 12, as having equal bearing on the Welfare Division.
Notes

1. **Refugee Camps**

Refugee camps will be primarily the responsibility of the Chief of Mission, in accordance with established policies and procedures and instructions by Headquarters.

The Chief of Mission will be charged with currently informing all Divisions, and all Divisions concerned will be charged with keeping the Chief of Mission currently informed regarding the need for, and operation of such refugee camps.

2. **General Distribution of Relief Goods**

General distribution of food, clothing and other relief goods will be under the administrative direction of the Chief of Mission in accordance with established policies and procedures and instructions by Headquarters. All arrangements, whether by rationing on a food stamp plan, or otherwise, general feeding, such as soup or communal kitchens, will be the responsibility of the Chief of Mission and the Bureau of Areas, under established procedures, and in accordance with agreed standards and criteria.

3. **Specialized Programs**

Specialized programs for special groups will be the responsibility of the Functional Divisions under the administrative direction of the Chief of Mission under established procedures, e. g.:

(1) Tubercular groups may be the joint responsibility of Health and Welfare.

(2) Pregnant women and nursing mothers may be the responsibility of Welfare.

(3) Orphans may be the responsibility of Welfare.

(4) Highly communicable skin or other diseases needing specialized care or temporary isolation will be the responsibility of Health.