

Letter from Christian Calmes to Konrad Adenauer (Luxembourg, 17 November 1952)

Caption: On 17 November 1952, Christian Calmes, Secretary-General of the ECSC Special Council of Ministers, forwards to Konrad Adenauer, Chancellor and Foreign Minister of the FRG, a report on the state of the organisation of the resources and staff of the Secretariat. In his letter, Christian Calmes urges the President-in-Office of the Council to help resolve the serious staff shortage.

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17 November 1952

CONFIDENTIAL

To his Excellency
Dr Konrad Adenauer
Federal Chancellor and Federal Minister for Foreign Affairs
Bonn

Dear Chancellor,

In your letter dated 7 November 1952, you asked me how much progress had been made with organisation of the Secretariat.

Please find attached a report on the present status of the Secretariat. The report does not refer to the fact that understaffing and too great a workload prevent the Secretariat from carrying out certain necessary internal administrative tasks, such as drawing up a list of the powers and responsibilities of the Council of Ministers, establishing its budget and drafting rules of procedure, etc. There is, furthermore, insufficient contact with the Assembly and the High Authority. In these areas, and in particular with regard to the High Authority, there is no doubt that the Secretariat could provide the governments with more information. Nor is there any reference to the fact that, during the two-month period, the Secretary was unable to pay so much as a courtesy visit to the French, Belgian, Dutch or Italian Ministers or government authorities.

As may be seen from the report, the Secretariat currently has a staff of 11. At its meeting of 8–10 September 1952, the Council instructed the Secretary to limit staff numbers to what was strictly necessary. It seems, moreover, that the Council did not come down in favour of an international staff composition. A member of the Council even spoke of ‘local recruitment’. I remain convinced that to recruit on this basis would be a serious error. For that reason, and to leave open the possibility of internationalisation, I have not taken any more Luxembourgers on my staff.

The most pressing need for staff is at administrator (*Referent*) level. Two competent officials should be recruited forthwith, and there will be a need for two others in due course. In the near future, the overall staffing level will need to have risen to about 20.

The question of how the Secretariat is organised does, of course, depend on the Council of Ministers’ policies and its relations with the Community’s other bodies. Experience shows that it is difficult to set down in writing any thoughts and observations in this matter.

You were kind enough, Chancellor Adenauer, to offer me your personal assistance with organisational matters. I need that assistance as a matter of great urgency and would be very grateful, therefore, if you could grant me an audience in which the following and other points could be addressed:

The Council’s policies: need to activate same.

The Council’s relations with the High Authority.

The Council’s relations with the Assembly.

Approach to be taken on the recruitment of two administrators.

The Secretariat’s relations with departments in the six governments.

Please accept, Mr Chancellor, the expression of my deepest esteem.

[Signature]

CALMES

Report on the provisional organisation of the Secretariat of the Special Council of Ministers of the European Coal and Steel Community — situation as at 15 November 1952 —

The Secretariat commenced its activities on 13 September 1952, immediately following the Council's first meeting of 8–10 September.

Temporary office accommodation of a suitable standard is being provided in premises owned by the *Staatliche Sparkasse* (State Savings Bank).

I. Its staff of 10 currently breaks down as follows: the Secretary (L), an administrator (B), a supervisor (also acts as accountant), an archivist (also acts as translator), two secretaries, a typist (also acts as telephonist), a clerical assistant (also deals with duplication), a driver (also acts as messenger), a caretaker (also provides clerical back-up).

As regards staffing, the Secretariat is short of administrators and translators. An administrator (Mr De Schacht) has been recruited with the President's agreement. He had previously been employed by the Secretariat of the Council of Ministers as an expert in International Secretariat matters.

In order to cope with the staff shortage, efforts have also been made to improve staff productivity through the use of reprographic equipment.

II. Considerable emphasis has been placed on setting up appropriate accounting and cash-accounting arrangements. The accounts are verified once a month by a firm of professional accountants. The accounting system is simple and up to date.

The arrangements for registering incoming and outgoing documents and for archiving documents have been designed in accordance with proven methods and with regard to the special demands of an international secretariat.

The latest document reproduction techniques are used. The Secretariat's mechanical facilities have been utilised on a number of occasions by the Secretariat of the Assembly.

III. Activities of the Secretariat. In addition to dealing with various practical and personnel matters, the Secretariat has had to proceed immediately with its activities as the administrative organ of the Council of Ministers. The Secretariat was, for example, called upon to provide support for the following committees or conferences in October and November: the Committee on Protocol, Committee on the Drafting of the Staff Regulations of Members of the High Authority, the committee preparing the agenda for the second meeting of the Council of Ministers, the conference on the drafting of the questionnaire which, in pursuance of the Luxembourg Resolution of 10 September, the six governments were required to forward to the Ad Hoc Assembly.

In accordance with the President's instructions, the Secretary contacted the Chairman of the Constitutional Committee and the Secretariat of the Assembly in order jointly to draw up a draft Declaration on participation by the government representatives of the six countries in the work of the Ad Hoc Assembly and its committees. The draft has been notified to the governments. The Secretariat arranged for the initial contacts between the Assembly and the governments.

IV. The Secretariat's financial position. The Secretariat was allocated the sum of 5 000 000 Belgian francs on 16 September 1952.

The situation as at 15 November 1952 was as follows:

Total income: BEF 3 898 313.75
Total expenditure: BEF 1 101 686.25

Expenditure breaks down as follows:

(A) Exceptional expenditure relating to initial establishment.

Salaries:	BEF 192 967.00	
Entertainment expenses (Council meeting of 8–10 September 1952):		BEF 24 842.00
Miscellaneous:	BEF 7 860.20	
Office fixtures and fittings and decoration:	BEF 323 564.90	
Office machines:	BEF 91 760.00	
Official cars:	BEF 90 000.00	
Adaptation of premises:	BEF 22 474.00	
Transport costs (Council meeting of 8–10 September 1952 special train)		BEF 86 973.00

(B) Ordinary expenditure.

Fee advances for established staff	BEF 81 000.00
Interpreters' fees and expenses	BEF 27 430.50
Delegates' expenses	BEF 4 425.00
Travel expenses	BEF 31 627.80
Heating	BEF 8 659.00
Lighting, cleaning, etc.	BEF 3 346.00
Paper and office supplies	BEF 59 616.95
Printed matter	BEF 3 335.50
Library	BEF 6 922.00
Newspaper subscriptions	BEF 927.25
Postage	BEF 6 169.30
Telephone – Telegrams	BEF 18 260.25
Petrol	BEF 1 650.90
Car maintenance	BEF 557.75
Car insurance	BEF 726.00
Miscellaneous	BEF 330.65
Entertainment expenses	BEF 5 571.30
Fire insurance	BEF 870.00

The Secretary
[Signature]
Calmes