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10 October 1951

MEMORANDUM FOR: MR. ROBERT HOOKER, DEPARTMENT OF STATE

SUBJECT: Weekly Meetings of CIA - State Department Operational Representatives

1. Confirming our conversation this morning, I suggest that meetings between representatives of EE (CIA) and EE of the State Department be tentatively arranged as follows:

a. Meetings will be regularly scheduled at 4:00 p.m., on Thursday of each week at Temporary "K" Building at some room to be designated.

b. A representative of the three operational branches of EE (CIA) concerned will attend all meetings and the first item on the agenda will be a brief report from these representatives to you of developments in their respective fields during the week.

c. In addition to the weekly briefing a weekly agenda will be prepared by EE (CIA) of items of particular concern or interest to them. These items may particularly affect Mr. Vedeler or Mr. Campbell or Mr. Davis in which event I understand that you will be good enough to arrange for the individual concerned to be present while the topic of interest to him is discussed. It would also be helpful if from time to time you could arrange to have one or more of these gentlemen attend specific meetings for the purpose of briefing CIA representatives on developments in the political field in his area.

d. We are pleased to learn of Mr. Page's appointment as a general adviser in matters of particular concern to EE-4. We shall be glad to have him attend all meetings irrespective of the agenda.

e. I am asking to take over the responsibility for arranging these meetings and will ask him to get in touch with you about specific agenda and the place of the first meeting which will be Thursday, October 18.

2. The purpose of the proposed meetings

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2. The purpose of the proposed meetings is to insure the exchange of information on an operational level. It is obviously desirable that responsible State Department officials should be fully informed of the activities of this Agency in their respective areas. It is equally important that the CIA representatives should be fully aware of developments in the diplomatic and political field. Apart from an exchange of information these meetings should provide an opportunity for CIA and State Department representatives to exchange ideas and discuss the aims and objectives of this Agency in the light of overall NSC directives. It is my understanding that formal political guidance from the State Department on policy will continue to come through the consultants who are already accredited to the Agency. I have discussed this proposed arrangement informally on the telephone with Mr. Joyce and I understand it meets generally with his approval.

EE/JAB/PWJ

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