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MEETINGS 3-1

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Ch/G Staff Meeting  
2 June 1959  
ACTION REQUIRED

<u>Item No.</u>	<u>Action Required of Ch/G</u>	<u>Action Required of Divisions</u>
1		Divisions to submit contributions to the Budget to Ch/G.
2		Chief, D/GG, to consider and advise Ch/G re Weekly Status of Projects Listing
3	None required.	
4	None required.	
5		Divisions are referred to the Minutes of the 21 May 1959 Admin. Assistants' Meeting.
6		Acting Ch/D/GC to take care of coordination with GPO; D/GL to take care of governmental distribution.

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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 2 JUNE 1959

PRESENT:



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1. Budget

Chief/G reported that the first submission to the budget (on Object Classes) had been submitted to St/A on 26 May. The three remaining submissions are due into O/Ch/G as follows:

15 June: Program information

23 June: Estimate of attendance at professional meetings

30 June: Functional statement

2. Weekly Status of Projects

Chief/G has been asked by St/PB about their putting out a Weekly Status of GRA Projects in editing, similar to one presently issued on ERA projects. Chief, D/GG, was given a copy of the latest ERA listing to use in considering the advisability of such a listing for GRA projects. will consider this and discuss with other D/GG personnel, and advise Chief/G.

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3. External Training

Chief/G advised the Division Chiefs of certain types of training currently being approved by the CSB, and inquired whether there were any fields of training in which it was felt additional opportunities should be offered to GRA personnel. This was discussed and it was concluded that there is a real need for intensive language training in such languages as Chinese and Arabic, and for an increase in participation in specialized types of courses such as that at the American University in Lebanon and the Cartography Course in Zurich.

4. Organizational Meeting of the "Southeast Asia Discussion Group"

Chief/G reported that the organizational meeting of the Southeast Asia Discussion Group, which is chaired by of D/GG, had been held, and that quite a bit of interest was expressed in its continuance.

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5. Administrative Assistants' Meeting, 21 May 1959

Chief/G reviewed some of the matters which he had been advised were discussed at an Administrative Assistants' Meeting on 21 May. Among the subjects covered were: Statement to be included on External Training Requests; The initiation by St/A of the McBee Card System and division responsibility for forwarding changes; regulation regarding Maternity Leave; and the statement to be made by supervisor in endorsing requests for security clearance of publications.

[Minutes of this Admin. Assistant Meeting have since been circulated to each division, in which details of the above-mentioned subjects as well as several other subjects are covered.]

6. Publication of USSR and China Mainland Atlases

Chief/G reported that he had met with the DD/I and the Acting AD/RR to discuss the publication of the USSR and China Mainland Atlases on an UNCLASSIFIED basis with attribution to CIA. Mr. Amory has approved this, with the understanding that the source would not be compromised. A copy of the Memo for the Record on this meeting will be sent to each division. The procedure for the publication of the atlases was discussed and it was decided that [redacted] (with the assistance of [redacted] on the 25X1A9a USSR Atlas and [redacted] on the China Atlas) would investigate the arrangements to be made with the Government Printing Office for publication and sale of the atlases. It was also decided that D/GL would take care of the governmental distribution.

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