

EXEC MEETINGS

Executive Registry

7-1370

(Administrative Arrangements)

For MEMBERS

For ALTERNATES

Time

At call of Chairman. When the Chairman has notified the Members, the Executive Secretary informs the Alternates.

Each Tuesday at 11:00 a.m., unless otherwise set by Group action.

Place

Usually the Office of the Chairman unless otherwise designated.

Conference Room 213, Executive Office Building.

Agenda

Prepared by Chairman and Executive Secretary. The Executive Secretary should inform the Alternates who then can brief the Members.

Prepared by Executive Secretary, approved by the Chairman. Will normally be delivered by noon of preceding Friday. If not sent to Alternates prior to meetings, Executive Secretary should notify any Alternate of an agenda item for which he will be responsible.

Distribution:

- Copy 1 - Mr. Rockefeller
- 2 - Mr. Hoover, State
- 3 - Mr. Anderson, Defense
- 4 - Mr. Allen Dulles, CIA
- 5 - General Parker

Distribution:

- Copy 1 - Mr. Rockefeller
- 2 - General Parker
- 3 - Mr. Barbour, State
- 4 - Mr. Sullivan, Defense
- 5 - " " "
- 6 - Mr. Wisner, CIA
- 7 - Mr. Koons, NSG
- 8 - Mr. Kennedy
- 9 - Miss Harbo (when present)

Minutes

Prepared by Executive Secretary, approved by the Chairman. Sent to the Members and Alternates by the Executive Secretary.

Prepared by Executive Secretary. The Alternates approve the minutes of the previous meeting which the Executive Secretary then sends to the Members.

Minutes

- 2 -

Minutes of the current meeting are prepared in draft form and sent to Alternates and the NSC observer in advance of meeting at which they will approve/amend them. After approval by the Alternates, the Executive Secretary sends copies to the Members.

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- 10 - Mr. Koons, NSC

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- 7 - Mr. Sullivan, Defense
- 8 - " " "
- 9 - Mr. Wisner, CIA
- 10 - Mr. Koons, NSC
- 11 - Mr. Kennedy
- 12 - Miss Hanks (when present)

*These copies are held until the Alternates have approved/amended them and then are sent to the Members.

Submission of
Papers
to PUG

Members submitting papers, five (5) copies for distribution as follows:

- Copy 1 - Chairman
- 2 - Member, State
- 3 - Member, Defense
- 4 - Member, CIA
- 5 - Executive Secretary

Memoranda, reports, et cetera, prepared by Alternates: Seven (7) copies for distribution as follows:

- Copy 1 - Chairman
- 2 - Alternate for State
- 3 - Alternate for Defense
- 4 - Alternate for CIA
- 5 - NSC Observer
- 6 - Executive Secretary
- 7 - Recorder

Submission

- 3 -

Submission of
Papers
to PCG

Prepared by Executive Secretary
after Group action and recom-
mendation and then transmitted
to Chairman of PCG.

Chairman sends the papers to
the Members for individual ap-
proval if no meeting is called.
Following such approval, the
Chairman, PCG, sends the papers
to the Chairman, OCB.

JRK:medy:KEL:cc
5/10/55
5/23/55

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