

E. AFRICA
9540

9540
REC'D
FEB 21 1917

Colonial
1917
23 Feb 17
Last previous Paper.
For 61322/6

SALES OF ENEMY PROPERTY
CONDITIONS

Minutes also action necessary.

The E. A. Debb. copy of the circular
was filed in Dept. under the
impression that it was for record
only. I traced it last week.

I have consulted Mr. Thompson
& he says that there is no special
action necessary for E. A.

Putty wed
27.2.17
attn

Put by

Next subsequent Paper.

79
76

shorthand writer and typist who should be available for dictated minutes and drafts and should also code and decode telegrams. in code. This lady could fill in her spare time by copying matter which was not urgent.

(N.G. Cypher telegrams should be dealt with as at present.)

{Intld)	H.J.R.	16.2.17
"	H.L.	16.2.17
"	G.G.	16.2.17

No preliminary statement^x of the contents of the

except where an individual sends us long statements often in crumpled and pointed form and it can be put in a line or

new paper should be made, but where a bundle of papers on an intricate subject is sent forward for the first time beyond the Department it may be desirable that the previous history of the question should be summarized. There may be other exceptional cases in which a summary would be useful and the Department should have no difficulty in deciding what to do.

(Intld)G.V.F.

Minutes should be confined as far as possible to the action to be taken and every minute should conclude with a recommendation for action. Where a reply is suggested it should be given as far as conveniently may be in the terms in which it is to be embodied in the draft.

The note recently circulated by Mr. Long as to "agreed minutes" should be carefully borne in mind both as regards departmental minutes and as regards minutes on matters dealt with by more than one department or matters referred to the legal advisers.

d. Delegation.

As a temporary war measure, I suggest that the senior of the junior clerks should be authorized to "at once" unimportant routine papers, such as reports of arrival on leave, despatches transmitting leave certificates, despatches containing returns of a routine nature, the disposal of which has long been settled, etc. The senior junior should also be authorized to pass small drafts of an unimportant character in accordance with the instructions of the Head of the Department.

A

B

3. Telegrams.

On each floor there should be one lady

shorthand

In view of the approaching release of more members of the Office for military service, it is necessary to take all possible steps to reduce the volume of work and simplify procedure. After discussion with Heads of Departments we suggest for consideration the following arrangements:-

1. Distribution of papers.

Attention has been called in the past to the desirability of more original minuting by principal and senior clerks. To secure this it is desirable that all new papers should be brought in the first instance to the Head of the Department, who will retain papers relating to subjects dealt with by him, will pass on to the Senior Clerk papers relating to his subjects, and send the rest to the juniors. This arrangement is not intended to apply to the Dominions Department. X

2. Minutes.

Only in exceptional cases should the number of departmental minutes on any one paper exceed two. The rule should be that, if a junior's minute is passed through the senior clerk to the Head of the Department the senior clerk should content himself with merely initialling the minute. In the same way the Head of the Department will normally content himself with initialling the senior clerk's minute or papers originated by the senior clerk.

The arrangements suggested above are not intended to apply to the General Department.

3. Content of Minutes.

Minutes should be condensed as much as possible. A draft for consideration should be sent on and every paper which may be sent on by the Head of a Department should be considered by the Head of this point of view.

time and labour and also increased efficiency.
I hope the use of the Typist will be the rule and not the exception.

I am sure that "minute by reference" ought if possible to be avoided, it makes it much more difficult to arrive at a decision in any reasonable time.

I am very conscious that the arrival of a new Secretary of State imposes a heavy burden upon the distinguished officials of the Department and I should like to know whether it would be possible and desirable to institute periodical meetings of the chief officers of the Department with the Secretary of State. I believe an hour spent in this way on some fixed day would facilitate the discharge of business and if you and my colleagues concur I shall be very glad to arrange accordingly.

I should also like to suggest that every opportunity should be taken to confer personally with the Secretary of State when points of difficulty arise as I believe that in this way much time and labour might be saved.

I make these suggestions in the hope that they will be frankly criticised as I am too new to the department to be competent to dictate and, though new, I have been here long enough to be able to appreciate the great ability, high sense of public duty and fine ideals which distinguish the Colonial Office.

(Intld) W.H.L.

16.II.17.

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be brought into review for a sound judgment on the paper then under consideration. In such cases either the Department prepares a précis ad hoc; or - and more often - it informs us that if we look at 104/6-7 27199/11 15303/13 etc., etc., we shall find the facts for ourselves; and this is an intolerable labour.

What I should like to have is a system of running précis, intelligently condensed and embracing important minutes as well as papers, which should be kept up to date after each paper is disposed of and should always accompany the "bundle" as long as it is kept together. I may one day get a selected junior or two to start the experiment: it will add to their work at the start, but will certainly diminish it - and greatly save our time - in the long run.

(Intld) G.W.F.
16.2.17.

Mr. Read

See the minute on white paper by the Secretary of State approving these proposals.

I will discuss further with him the additional suggestions which he has made; but I need not delay these papers for the purpose.

(Intld) G.W.F.

17.2.17.

Sir G. Fiddes

I cordially approve the annexed proposals subject to your amendments, and I desire to express my warm appreciation of the evidence afforded that there is a genuine desire to secure greater economy of

time

9506
REC'D
FEB 17

Sir G. Fiddes

Please see the annexed Minute. If our suggestions are approved, we will have the necessary action taken.

(Intld) H.J.R.

16.2.17.

Mr. Long

The questions referred to here have already attracted your notice and you have spoken to me about them.

The minute has been prepared after preliminary discussion between me and the Assistant Under Secretaries. Subject to my marginal notes, I fully agree.

If you approve the minute it should be circulated to the Staff concerned (with these minutes) and a copy kept in each department.

The principle which should guide the Staff is to assist the Secretary of State (and indeed the Under Secretaries) as far as possible in economising time and labour. In addition to what is said in the minute they might do much in this direction by cultivating a legible handwriting. It is a pleasure to see the handwriting of some members of the Colonial Office; it is purgatory in other cases, and I fear that I often protect myself by not reading the letter.

There is another desire for economising time and labour which I have for long wished to introduce, and which I still hope to establish if I am here after the war. You will have noticed how a "case" grows in bulk, as papers (important and unimportant) are added to it. Every now and again matters contained in a former paper or minute have to

under existing arrangements, as it is undesirable to increase the volume of work with which he already deals. (For the same reason LFF and drafts from S.R.M., S.R.E.A. and Room 3 will continue as hitherto to go ^{direct} ~~through~~ to Mr. Bottomley and will not pass through Mr. Mächtig's hands). Mr. Mächtig will, ^{in addition} ~~however~~, have power to deal summarily, both by way of 'at onceing' and passing drafts, with telegrams from the Protectorates reporting the death or serious illness of officers. This is arranged with a view to avoiding any delay in communicating with the relatives. After notice has been taken, the papers should be sent to either Mr. Bottomley or myself for our information.

the above relates to death of ...

JAB

18 4 17

W Bottomley 18/4/17
 W Mächtig 12/4/17
 Mr de Vries 19/4/17
 Mr de Vries 19/4/17
 Mr de Vries 19/4/17
 Mr de Vries 19/4/17
 Mr de Vries 19/4/17

For by

JAB

18 4 17

at all