

ICS 89 Commonwealth Secretariat: Senior Officials Meeting 1974

Comprises of minutes and papers relating to the Commonwealth Secretariat Senior Officials Meeting, Marlborough House, London (20-23 May 1974); including background papers on comparative techniques for government for Commonwealth Heads of Government (CHOGM) meeting in Ottawa (August 1973); papers on current and projected work of the Commonwealth Secretariat; paper by Neil Bax and Margaret Priestley 'Forward Planning and Financial Control on the Commonwealth', with associated material; papers on appointment of a consultant to undertake study of financial control and development expenditure; draft minutes of first session of Senior Officials Meeting (20 May 1974), with manuscript notes on the meeting by J M Lee.

These papers were donated by Prof J Michael Lee. The official records of the meeting are available from the Commonwealth Secretariat archive.

Researchers should order documents using the reference number and then the individual document number, eg. ICS 89/4

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Background papers collected on the Senior Officials Meeting, Marlborough House, 20-23 May 1974 by J. M. Lee, together with draft minutes of the first meeting, 20 May.

- 1.1-1.3. Commonwealth Heads of Government meeting, Ottawa, Aug. 1973. Background papers: comparative techniques of government
- 1.1. [Canadian memorandum].
- (a). Determination of national priorities and how to ensure effective implementation of government decisions. 3 leaves
 - (b). Communication between government and the people and ways of encouraging public participation in government, including techniques for fostering national unity. 4 leaves
 - (c). Problems of redressing economic disparities and the urban/rural imbalance. 5 leaves
- 1.2. [Botswana memorandum]. Problems of redressing economic disparities and the urban/rural imbalance in Botswana. 9p
- 1.3. [Malaysia memorandum]. 12p
- 2.1. Letter 7 Nov. 1973, Professor W. H. Morris Jones to Mr. Anyaoku re proposals towards a Commonwealth Administrative Training Centre and the Institute of Commonwealth Studies' attitude to its establishment. 2 leaves
- 2.2. Commonwealth Secretariat. Commonwealth Centre for Applied Studies in Government. Study Group Meeting 11-20 March, 1974. Report. 12p
3. Commonwealth Secretariat: current and projected work programmes. April 1974. 32p.
4. Senior Officials Meeting, Marlborough House, 20-23 May 1974. Commonwealth Secretariat circular letter no. 26/74, 10 April 1974. 3p
5. Commonwealth Secretariat. Techniques of government within the Commonwealth: the role of principal permanent officials: report on the Commonwealth Senior Officials Meeting held in Ottawa, Oct. 1972. [Issued April 1974?]. 38p
- 6.1. BAX, Neil and PRIESTLEY, Margaret. Forward planning and financial control in the Commonwealth. Commonwealth Secretariat, April 1974. 66p
- 6.2-12. Correspondence and background papers leading to the production of 6.1.
- 6.2. a) Memo to Mr. Anyaoku from J. M. Lee 22 June 1973, (Copies to Prof. A. G. Hines, Birkbeck College and Mr. Henry Ord) re commissioning a paper on financial planning and control for the meeting of senior Commonwealth officials. 2 copies (manuscript and typescript)
- b) Enclosure: Extract from Record and Background Papers of the meeting of Senior Commonwealth Officials held in Ottawa 16-19 Oct. 1972, para. 120-141. (Discussions on financial planning, and in para 140 the suggestion that the Secretariat might undertake to prepare a paper on financial planning and control to be discussed in the future.)
- 6.3. Commonwealth Prime Ministers' meeting, Singapore 1971. Proceedings. Extract from the Record of HGM. III Comparative techniques of government. 2 leaves
- 6.4. Manuscript notes. 2 leaves
- 6.5. Note entitled "Financial control and development expenditure" setting out

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Background papers

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- job description for the consultant to undertake the study. 2 copies (Manuscript and typescript).
- 6.6. Letter H. W. Ord to J. M. Lee, 25 July 1973 re possible candidates.
 - 6.7. Manuscript list of possible candidates.
 - 6.8. Letter J. M. Lee to H. W. Ord re the duration of the job and re a curriculum vitae for A. T. Brough.
 - 6.9. Letter Margaret Priestley to J. M. Lee, 16 May 1973 re article "Reorganisation of colonial treasuries, 1939: the case of Ghana".
 - 6.10. a) Letter Neil Bax to J. M. Lee, 9 Aug. 1973 re his application and the article submitted to Journal of Imperial and Commonwealth History.
b) Enclosure: Curriculum vitae of A. S. N. (Neil) Bax. 3 leaves
 - 6.11. Note dated 3 Sept. 1973, Trevor Reese to J. M. Lee re Margaret Priestley's article.
 - 6.12. Letter 15 May 1974 Margaret Priestley to J. M. Lee re her article and the completed work for the Commonwealth Secretariat (item 6.1).
 7. Canada. Privy Council Office. The role of principal permanent officials. May 1, 1974. 10p. [Paper prepared by Canadian Privy Council to supplement those already circulated by the Secretariat].
 8. Senior Officials Meeting, London, May 1974. Provisional minutes of the first meeting held at Marlborough House on 20 May 1974. [15p]
 9. Manuscript notes on meeting by J. M. Lee. 18 leaves