

ADMINISTRATIVE MEMORANDUM

April 3, 1973

TO : Mr. Norman W. Green, Chief Education

FROM : Hunter L. Fitzgerald, CEA/National

H. Fitzgerald

SUBJECT : Summary of CE Meeting 4/2/73

The following summarizes CE Meeting held 4/2/73.

Present:

Norm	Larry
Dick	Seakane
Lee	Hunter

Anticipative absence schedule:

Larry	4/1 - 6/3	Home Leave
Lee	5/10 - 5/23	Annual Leave
Norm	4/24 - 5/5	Mgt. Seminar - Thailand
Hunter	5/4 - 5/11	Mgt. Seminar - Thailand
Hunter	6/5 - 8/17	Home Leave

Branch Organization April - September

- Hunter - Acting CEA/Refugees during Larry's Home Leave.
- Lee & Dick - Regular duties.
- Norm - will assume CEA/National responsibilities during Hunter's absence.
- Larry - will keep check on urban schools during Hunter's absence and report any problems to Norm for action.

- 1. In service training in good shape for the summer. It was suggested we encourage MoE officials to visit extensively.
- 2. Seakane reported Miss Vanitha is following up on Australian commodities.
- 3. Revisited CSWS program IVS has asked MoE directly to canvas FBI's for number and type of positions. Mr. Thanh is handling. HRDD will need to write AP and fund. A request will need to be made by HRDD to CEA for additional. Wip if FBI's ask for a lot of refugee type projects.
- 4. I told Seakane to check with each CE local and have them make any issue before the summer. Also I have asked them to hold off on any training activities until I get back. HRDD has been contacted on this.

HUNTER L. FITZGERALD:uy

cc: Mr. Green, CEA Operations, CEA/Develop and Local Staff