

US AID MISSION TO LAOS MISSION ORDER

SUBJECT: Memoranda of Conversation

NUMBER: LAO-514.8

AMENDMENT:

SUPERSEDES: USAID Order 514.8
dated 9/13/67.

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REVIEW OFFICE: MGT/C&R

DATE EFFECTIVE: Jan. 22, 1973

I. PURPOSE

This Order provides for the preparation of a Memorandum of Conversation to record each important official conversation which pertains to or affects major policies or operations of USAID/Laos.

II. RESPONSIBILITY FOR PREPARATION

A. Director's Meetings

1. A Memorandum of Conversation is to be prepared following all meetings in which the Director or Deputy Director participates with Ministers and other high officials of RLG and with visiting or resident officials of other foreign countries. The senior USAID/L official accompanying the foreign official to the meeting, or calling upon the Director or Deputy Director, is responsible for preparing, or having an accompanying subordinate prepare, the Memorandum of Conversation.

2. Meetings held between the Director or Deputy Director and ranking officials of U.S. Government agencies, or with officials of industry or private organizations, will be recorded by Memorandum of Conversation whenever (a) the conclusions should be made a matter of record because they involve decisions, commitments or courses of action, or (b) when the Director or Deputy Director specifically requests that a Memorandum of Conversation be prepared even though no definite conclusions or decisions were reached.

DISTRIBUTION: B

(continued)

B. Other USAID/Laos Officials' Meetings

1. Other official conversations with important foreign officials or ranking U.S. Government officials or officials of industry or private organizations will be recorded by Memorandum of Conversation if they should be made a matter of record because of their effect on major policies of the Mission. The senior USAID/L officer present will assure that a Memorandum of Conversation is prepared and may designate another USAID/L officer present to prepare the Memorandum and accomplish clearance and distribution.

2. If a course of action is agreed upon in the conversation, the Memorandum will indicate the officer responsible for taking the action. If follow-up is required, the officer responsible will be indicated.

C. Telephone Conversations, Conferences and Interviews

1. Telephone conversations will be made a matter of record when essential as substantive or background information contributing to the completeness of a file on any subject.

2. Conferences, whether formal or informal, will be recorded when the discussion is of such nature as to lend itself to the completeness of a file.

3. Interviews will be made a matter of record for the appropriate subject file.

4. It is incumbent upon the senior USAID/L official participating, or his designee, to prepare the appropriate Memorandum of Conversation.

III. FORMAT AND DISTRIBUTION

A. Format

Memorandum of Conversation will be prepared in accordance with the format illustrated in the attachment. The format will be typed in each instance; there will be no printed forms. The Memorandum will be prepared on hectograph plates when warranted by the number of copies.

(continued)

B. Clearance

Memoranda of Conversation in which the Director or Deputy Director participate will be submitted to the Director or Deputy Director in draft for clearance.

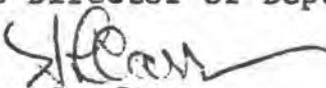
C. Distribution

1. Distribution of Memoranda of Conversation is the responsibility of the drafting office. In general, distribution should be made as follows as a minimum:

Director and Deputy Director
Each participant from USAID/L or other U.S. Agency
*Other specified officers, as Asst. Directors,
Division Chiefs, AC's, etc.
*AMB/DCM
*AID/W Lao Desk - 4
*State Department Lao Desk - 2
C&R - 3

2. The drafting officer should consider whether any other distribution might be useful, but no distribution of Memoranda of Conversation will be made outside the U.S. Government without the express permission of the Office of the Director.

*When warranted by the nature or significance of conversation and only with the approval of the Director or Deputy Director.


Harry L. Carr
Assistant Director for Management

Attachment: Memorandum of Conversation format

Attachment
M.O. Lao 514.8 (1/22/73)

(Security Classification)

UNITED STATES AID MISSION TO LAOS

MEMORANDUM OF CONVERSATION

PARTICIPANTS:

DATE:

SUBJECT :

DISTRIBUTION:

Drafting Officer _____
Date of Preparation _____

(Security Classification)