

DATE August 16, 1967.

NATIONAL RESEARCH COUNCIL  
CONSEIL NATIONAL DE RECHERCHES

## MEMORANDUM:-

TO  
A

Dr. G. Herzberg.

*Shown to Dr. Douglas 2/18; he  
suggested I just hold this  
to await your return.*

*J. D.*

I attach a copy of a letter which we have received from the Secretary of the Commonwealth Scientific Committee, together with a copy of the official letter from the Commonwealth Secretary-General, requesting nominations for the position of a Scientific Adviser to the Secretary-General, who would also be Secretary to the Commonwealth Scientific Committee.

The Executive Secretary of the C.S.C., who has just retired, was an Australian seconded to the post by C.S.I.R.O. and there is a certain obligation on N.R.C. to find a scientist for the position. The decision that the Secretary shall also be Scientific Adviser to the Commonwealth Secretary-General gives greater scope and responsibility to the position; in addition, the C.S.C. has strengthened its Executive Committee in London and it should be possible to increase the effectiveness of the Committee to promote scientific developments within the Commonwealth. It is important, therefore, that a good appointment be made at this time.

We have circulated the departments and other agencies of the Government for suggestions. I should, however, be grateful if you would let me know if there are scientists in your Division who might be interested or if you could suggest any individuals outside of N.R.C. who might make a good candidate.

*J. D. Babbitt*

J. D. Babbitt.

JDB:mb  
Att.

CIRCULAR LETTER NO. 137

20 July, 1967.

My dear High Commissioner,

You will recall that the Finance Committee, at its meeting held on 15 June, 1967, recommended to Commonwealth Governments that a Scientific Adviser to the Commonwealth Secretary-General, who would also be the Secretary to the Commonwealth Scientific Committee, be appointed. This recommendation is in keeping with the report of the Review Committee on Intra-Commonwealth Organisations, which was accepted by the Commonwealth Heads of Government at their meeting in September 1966. It is a matter of some urgency that the Scientific Adviser should be engaged as soon as possible after Governments have approved the creation of the post, and I am therefore taking preliminary steps, in consultation with the Executive Committee of the Commonwealth Scientific Committee, to prepare the ground for the selection of a suitable person.

I am accordingly requesting you to ask your Government to submit nominations, if they are able and desire to do so, for the consideration of the Executive Committee of the Commonwealth Scientific Committee and myself.

The type of person we are looking for should have a good University Science degree, have had a personal research career and experience in research management, planning and policy decisions. It is desirable that the Scientific Adviser should have experience in some field of applied biology, although this is not essential. I may also add that since he will be required to travel for up to six months a year it is essential that the appointee should have the health and fitness to meet these conditions. As the Scientific Adviser will be called upon to meet senior responsible officials in the Commonwealth countries, both at governmental and academic level, he must have a good personality.

His duties will be:-

- (1) to act as Scientific Adviser to the Commonwealth Secretariat and to assist it to maintain liaison with the Commonwealth Scientific Committee and with other Commonwealth Scientific Organisations;
- (2) to act as Secretary to both the Commonwealth Scientific Committee and the Executive Committee of the Commonwealth Scientific Committee and to maintain liaison with other Commonwealth Scientific organisations;
- (3) to be responsible to the Executive Committee for implementing the decisions of the Commonwealth Scientific Committee;
- (4) to bring forward recommendations for implementing the policies established by the Commonwealth Scientific Committee;
- (5) to make recommendations to the Executive Committee for useful Commonwealth activities or for special features for the agenda of the Commonwealth Scientific Committee;
- (6) to suggest to the Executive Committee opportunities for Commonwealth scientific collaboration on either a bilateral or multilateral basis;
- (7) to provide, when requested, advice in regard to any proposed scientific aid;
- (8) to visit regularly Commonwealth countries, particularly those where scientific effort is in its early stages of development, and to make himself acquainted with the leaders of opinion and organisations responsible for the scientific effort, with the programmes of research and with their problems;
- (9) to become familiar with the existing aid schemes and sources of aid, Consultants and Advisers in Commonwealth countries and in International Agencies; and

- (10) to recommend to the developing Commonwealth countries, how other Commonwealth countries, either individually or collectively or international agencies, may help to solve their scientific problems.

The terms of the appointment, subject to the approval of Governments for the establishment of the post, are:-

- (1) Salary: £2,250-125-£3,000 per annum net of tax.
- (2) Overseas allowance of £1,250 per annum net of tax.
- (3) Accountable Entertainment allowance up to £400 a year.
- (4) One-time installation grant of £300.
- (5) Provision of furnished residential accommodation rent free up to a maximum of £1,750 per annum.
- (6) An education allowance as provided for in the Staff Rules which will not exceed £400 per year per child in the case of a child attending a day school and £500 per year per child if the child attends a boarding school.

The officer selected will be entitled to travel expenses to London for himself and the dependant members of his family. The officer will enjoy the status of a Director of a Division of the Commonwealth Secretariat and will have diplomatic immunities and privileges. The Secretariat will be pleased to take steps to safeguard his pension rights if he is a beneficiary to any existing pension scheme.

The appointment would be for a minimum period of 4 years. If the candidate selected is a career member of a government service, which is not of course a necessary condition of appointment, his position in that service could be retained and he could be seconded to the Commonwealth Secretariat, if your Government is agreeable, either on leave

without pay when he would be entitled to the emoluments mentioned above or on leave with pay. In the latter case, your Government would pay him appropriate salary and allowances, and the Secretariat would reimburse your Government emoluments paid to him, up to the maximum limit of the Secretariat scale.

I shall be grateful if you will let me know, at an early date, whether your Government is in the position to nominate a suitably qualified candidate to be considered for this post.

I am writing in similar terms to representatives of all Commonwealth Governments.

Yours sincerely,

Arnold Smith