

1 December 1952

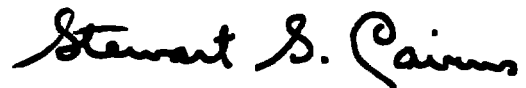
MEMORANDUM FOR W. F. FRIEDMAN

SUBJECT: Executive Secretary for SCAMP in 1953

1. On 12 November, Dr. H. H. Campaigne and the undersigned discussed with Dr. J. H. Curtiss of the National Bureau of Standards, various aspects of SCAMP 1953, including the designation of an executive secretary with such duties as

- a. Representing the UCLA, as well as the INA, and making arrangements for space
- b. Conducting financial negotiations with prospective participants, on the basis of salaries to be determined in consultation with the chairman of SCAMP.
- c. Supervising the reproduction of reports, including a preliminary expository report for the information of prospective participants.
- d. Scheduling meetings and arranging for the taking of notes

2. Assistant Professor Lowell Paige of the UCLA Mathematics Department has been selected as executive secretary and has started to fulfill the present duties under a part-time Civil Service appointment. He participated in SCAMP 1952 and has, I believe, submitted the necessary papers for full clearance. In the meantime, his duties require no clearance beyond what he had for SCAMP 1952.



STEWART S. CAIRNS
Chairman of SCAMP