



EMBASSY OF THE UNITED STATES OF AMERICA  
U.S. NAVY EUROPEAN RESEARCH CONTRACTS PROGRAM

OFFICE OF NAVAL RESEARCH, BRANCH OFFICE  
KEYSIGN HOUSE, 429 OXFORD STREET  
LONDON, W. 1 ENGLAND  
Telephone: GROsvenor 9000

In Reply Refer to:

120:WBH:umt

3920/1

Ser:

5048

29 NOV 1961

Professor F. Sunyer Balaguer  
Angel Guimera 66 pral. 2º  
Barcelona 17, Spain

Dear Professor Sunyer Balaguer:

Commander G.S. Young, S.C., USN, of the Navy Purchasing Office, London, has recently replied to your letter concerning the submission of your progress reports and invoices. I would like to expand on his letter with some additional comments.

As Director, U.S. Navy European Research Contracts Program (NERCP), one of my functions is to assist the Scientific Officers in the administration of research contracts in Europe as their "designated representative". One of the duties which we routinely perform is the certification of invoices for payment. This is the reason that your contract specifies that you should submit the invoices to this office. We will take the necessary action to certify your invoices to the Disbursing Officer in Madrid, who will make the payments to you by check.

According to the terms of the contract, payments are made when satisfactory quarterly progress reports and a final report have been submitted.

The Scientific Officer for your contract, if he has not already done so, will be sending you additional information concerning the specific requirements for reports as well as a distribution list for technical reports. In case you have not yet received the information from Dr. Saaty and as you have an immediate matter concerning your initial progress report, the following explanation concerning these progress reports may be helpful. Progress reports are for internal administration. Their major function is to keep the Scientific Officer in close contact with and aware of, current progress. They may include housekeeping details as well as the latest scientific data, observations, predictions, and plans. You are encouraged to include preliminary information of the sort you might not care to see widely distributed. Consequently, progress reports are treated as privileged communications and are distributed to other organizations only with your approval. You are urged to be informal in the writing of these reports and to include any information which you think might be of general interest. Three copies of the report should be sent directly to the Scientific Officer, who is Head, Mathematics Branch, Code 432, Office of Naval Research, Department of the Navy,