

INSTITUTE FOR INTERNATIONAL AND FOREIGN TRADE LAW
GEORGETOWN UNIVERSITY

DR. HEINRICH KRONSTEIN
DIRECTOR

April 25, 1967

511 E STREET, N.W.
WASHINGTON, D. C. 20001
TEL.: 638-1673

CIRCULAR LETTER

TO : The Members of the Executive Board of the Institute.

It appears to be convenient to have the next full meeting of the Executive Board around September 10, 1967 in Washington, D.C. In this meeting the new Managing Director of the Institute should be appointed. It would be most helpful if all members of the Board could be present at this meeting. We hope that the European members will make it possible to attend.

Furthermore, the Committee preparing the list of candidates for the position of Managing Director of the Institute, has informed us that they will need until August 15, 1967, to submit their suggestions.

We ask you to agree that in general the budget for the Institute for fiscal year 1967/68 should follow about the same line as the budget of the preceding year. There are only some changes in salaries necessary as an effect of the rising living expenses. However, these additional payments remain within the total endowment, since we will have a sufficient carry-over to cover these expenses. Father McGrath as the chairman of the Executive Board has agreed to the budget and asked me to recommend the adoption of the budget by Circular Letter. Therefore, a copy of the new budget is attached hereto.

Our cooperation in the preparation of the final report on the Adverse Effects of Specific Restrictive Business Practices on International Trade, made for the O.E.C.D., is progressing rather well.

It is with great sorrow that we learn that our friend and member of the Board Heinrich Rommen died recently. Recommendations for his successorship will have to be submitted to the next Board meeting as well. You will receive a final invitation with agenda in due course.

INSTITUTE FOR INTERNATIONAL AND FOREIGN TRADE LAW
GEORGETOWN UNIVERSITY

DR. HEINRICH KRONSTEIN
DIRECTOR

B U D G E T

511 E STREET, N.W.
WASHINGTON, D. C. 20001
TEL.: 638-1673

for Fiscal Year 1967/68

I. Salaries

1. Director	\$10,000.00	
2. Executive Director	2,500.00	
3. Administrative Assistant	5,800.00	
4. Secretary	<u>4,600.00</u>	
	\$22,900.00	
Fringe benefits (8%)	<u>\$ 1,832.00</u>	\$24,732.00

II. Visiting Professors, Fellowships,
Student Assistants

1. Visiting Professors	\$ 2,000.00	
2. Fellowships		
a. Hickey	\$5,000.00	
b. Heninger	5,000.00	
c. Altvater	3,750.00	
d. Hutzli	3,750.00	
e. Linzmeyer *)	3,000.00	
Travel (c,d,e *)	1,800.00	
Tuition	<u>2,000.00</u>	
	\$24,300.00	
3. Student Assistants	<u>\$ 2,300.00</u>	\$28,600.00

III. Rent

\$ 4,200.00

IV. Operations

1. Books & subscriptions	\$ 2,200.00	
2. Office		
a. Supplies	\$ 400.00	
b. Techn.equipment with maintenance	\$ 300.00	
c. Telephone	\$ 650.00	
d. Petty cash	\$ 100.00	
e. Secretarial services	<u>\$ 300.00</u>	
	\$ 1,750.00	
3. Travel, meetings	<u>\$ 800.00</u>	\$ 4,750.00

V. Overhead

\$ 2,670.00

TOTAL : \$64,952.00
=====

