TO: The Secretary of the Treasury
    The Secretary of Defense
    The Deputy Secretary of State
    The Director of Central Intelligence
    The Chairman, NSC Under Secretaries Committee

SUBJECT: Joint Cooperation Commissions

The President has requested the Chairman, NSC Under Secretaries Committee, to review the composition and terms of reference of Joint Cooperation Commissions established since May 1, 1974, and to coordinate the work of these Commissions.

The NSC Under Secretaries Committee should review current Commission activities, and their bearing on other aspects of U.S. bilateral relations with the individual countries concerned.

Proposed positions and instructions for United States representatives in the Commissions and various sub-groups should, if they involve significant policy issues, be considered by the NSC Under Secretaries Committee in advance of Commission or sub-group meetings. In particular, this procedure should provide guidance as to the terms of cooperation agreements, and should identify problems anticipated in negotiating, implementing and/or funding agreements to be concluded in the Commissions, as well as the expected time frame for the successful negotiation of cooperative agreements in substantive areas.

The Chairman, NSC Under Secretaries Committee, is requested to submit the above review to the President no later than November 20, 1974.

A separate study should analyze the advantages and disadvantages of the Joint Cooperation Commission approach, consider improvements in current concepts and criteria for the establishment of Commissions, and set forth recommendations regarding any further extension of this
approach to other countries and regions. This study should be submitted to the President by November 30, 1974

To assist the Under Secretaries Committee in carrying out the responsibilities conveyed by this memorandum, the following USC subcommittees should be established: Cultural Affairs Subcommittee, chaired by the representative of the Secretary of State; Economic Subcommittee, chaired by the representative of the Secretary of the Treasury; Science and Technology Subcommittee, chaired by the representative of the Secretary of State; and a Security Subcommittee, chaired by the representative of the Secretary of Defense.

Henry A. Kissinger

cc: The Secretary of the Interior
    The Secretary of Agriculture
    The Secretary of Commerce
    The Secretary of Labor
    The Secretary of Health, Education and Welfare
    The Director, Office of Management and Budget
    The Administrator, Agency for International Development
    The Chairman, Joint Chiefs of Staff
    The Chairman, Atomic Energy Commission
    The Director, United States Information Agency
    The Director, National Science Foundation
    The Executive Director, Council on International Economic Policy