

Special Committee

of their responsibilities Governors and Committee members act without national identity. However, should a matter of purely Canadian concern arise the Canadian Governors prevail. It is legally possible and is within the policy of the Institute to form a wholly Canadian subsidiary or other unit if a need should arise.

3. The Institute's scientific capability lies in its Governors, Committee members, 250 Fellows, who are elected by the Board, and approximately 1700 Associates. The Board and Standing Committees establish policies and general and specific direction as necessary and Project Committees are appointed to oversee specific important projects of research, publishing, conferences and so on. Members of all of these bodies serve voluntarily without remuneration.

4. The operations of the Institute are carried out by a permanent staff headed by an Executive Director at the Montreal Headquarters Office, with an Office in Washington. The staff is primarily administrative and is about equally divided between Montreal and Washington. The Library, with a full time staff of three, is in Montreal, and most Institute publication work is centered there including the journal Arctic, which has a full time Editor. In Washington there is a particularly heavy accounting load to meet the requirements of U.S. Government contract administration. Both offices use part-time employees in junior positions to meet administrative needs and both have some senior part-time employees. Dr. John C. Reed, formerly Executive Director, is the Institute Senior Scientist working out of the Washington Office. A few other scientific and technical employees who normally are engaged on Institute projects sometimes are carried on office strength. The specialized staff employed to compile the Arctic Bibliography in the Library of Congress, Washington, numbers five full time experts who are considered as Project staff, although they are virtually permanent.

5. The Institute owns its own building in Washington but rents space from McGill University in Montreal. Salaries, office space and office expenditures, travel, legal and audit fees, insurance and other administrative costs amount to approximately \$300,000 in the 1968/69