The President of the United States

The White House

Dear Mr. President:

In compliance with your instructions issued jointly with the Prime Minister of Canada, the Ottawa Air Training Conference was called in May 1942, at Ottawa, and was attended by representatives appointed by the United Nations.

This Committee unanimously adopted as a resolution the foundation of a combined "Committee on Air Training in North America" to assist the representatives of the United States, United Kingdom and Canada, with a United States representative as Chairman. This Committee is to be advisory in nature and to act as a clearing house on questions concerning air training by the United Nations in North America. Inclosed is copy of the resolution and press statement.

It is recommended that the resolution of the Ottawa Air Training Conference to establish a "Combined Committee on Air Training in North America", be approved.

Respectfully,

(Signed) Robert P. Patterson
Acting Secretary of War

The Secretary of the Navy

Frank Knox
3. Committee on Co-ordination of Training Capacity.

As a result of the discussions of this Committee, the Conference Committee recommended to the Conference that the following resolution be adopted as a resolution of the Conference:

"Combined Committee on Air Training in North America.

1. There shall be a Committee to be known as the Combined Committee on Air Training in North America, to consist of representatives of the United States, the United Kingdom and Canada. A United States representative will be the Chairman of the Committee.

2. The Headquarters of the Committee will be in Washington, but it may meet elsewhere in the United States or in Canada, if it so desires.

3. The functions of the Committee will be advisory, and will include:
   (a) The exchange of information on Air Training questions;
   (b) Advice on standardization of training methods;
   (c) Advice on the measures to be taken to ensure that the most effective use is made of the Air Training facilities of the United Nations in North America.

4. The Committee will submit agreed recommendations to the appropriate authorities.

5. The Committee will give opportunity to representatives of other governments concerned with Air Training in North America to appear before it whenever there are questions of interest to those Governments to be discussed."

The Conference Committee also recommended that the text of the above resolution be embodied in a press statement for immediate release, preceded by the following paragraph:

"The Conference has given most careful thought to the means by which the training capacity of the United Nations can be co-ordinated. Alterations in requirements, some of which cannot even be foreseen at present, may alter the position at any time, thus involving training adjustment of considerable magnitude. With this probability in view, and with the further object of ensuring a rapid and effective interchange of information regarding training generally, the Conference has approved the formation of a Combined Committee on Air Training."