



Ford Foundation records, United States International Affairs Program (USIAP), Office Files of Enid C.B. Schoettle

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Summary Information

Repository:	Rockefeller Archive Center
Creator - aut:	Schoettle, Enid C. B., 1939-
Creator:	Ford Foundation
Title:	Ford Foundation records, United States International Affairs Program (USIAP), Office Files of Enid C.B. Schoettle
ID:	FA604
Date [inclusive]:	1976-1991
Physical Description:	6.65 Cubic Feet 17 Hollinger boxes
Language of the Material:	English

Preferred Citation

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Biographical / Historical

The Ford Foundation was chartered by Henry and Edsel Ford in 1936 "to receive and administer funds for scientific, educational and charitable purposes, all for the public welfare", and initially served the Ford family's charitable interests in the Detroit area. Following the deaths of Edsel Ford (1943) and Henry Ford (1947), the Foundation was propelled to the forefront of philanthropy as the largest American foundation in terms of both endowment and yearly expenditures, and with an international scope to its major program areas.

During the Foundation's first twenty years its major programs were in international economic development, primary and higher education, educational and public broadcasting, behavioral sciences, civil liberties, urban development, fine arts and the humanities. The Ford Foundation also partnered with the Rockefeller Foundation in supporting agricultural development in South America, Africa, and Southeast Asia. Since the 1970s, the Foundation has also pioneered programs in women's rights, energy policy, micro-financing in under-developed countries, establishing human rights groups, and improving international HIV/AIDS education.

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Biographical / Historical

Enid C.B. (Curtis Bok) Schoettler (1939-2018) was an educator, foundation program executive, and leader in nuclear disarmament and international relations scholarship. She worked for almost two decades in the Ford Foundation's International Affairs Program (IAP) as a Program Officer, Program Officer in Charge, and Director. Most of her work at Ford focused on managing grants related to international security and arms control research and initiatives.

Schoettler graduated with a BA in History from Radcliffe College in 1960 and then received a Ph.D. in Political Science from the Massachusetts Institute of Technology in 1967. Before joining the Ford Foundation in 1976, she taught Political Science at the University of Minnesota.

In 1981, Schoettler was promoted from Program Officer to Program Officer in Charge of the Ford Foundation's International Affairs Program. Her position then changed to Director in 1987. She left the Foundation in 1993.

Following her career at Ford, Schoettler joined the U.S. Government's National Intelligence Council as National Intelligence Officer for Global and Multilateral Affairs. She then occupied the position of Chief of the Advocacy and External Relations Unit of the United Nations Department on Humanitarian Affairs. In 1998, she became Consultant and Special Advisor to the Chairman of the National Intelligence Council. Schoettler retired from public work in 2004.

In addition to her work at the Ford Foundation, the United Nations, and the National Intelligence Council, Schoettler served as a member of a variety of organizations such as the Council on Foreign Relations and the Advisory Board of Women in International Security. She joined the Board of Directors for the Henry L. Stimson Center after her retirement. In 1996, Schoettler was recognized for her work on the National Intelligence Council by being awarded the National Intelligence Distinguished Service Medal.

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Scope and Contents

Collection contains the office files of Ford Foundation program executive Enid C.B. (Curtis Bok) Schoettler. From 1976 to 1993, Schoettler occupied a number of positions in the Foundation's International Affairs Program (IAP), a unit that was once organized under the Foundation's United States and International Affairs Program (USIAP). Schoettler served as Program Officer, Program Officer in Charge,

and Director of IAP. Her work primarily focused on managing grants for international security and arms control research and initiatives.

Three types of files are found within the collection: 1) Meeting and trip files; 2) Subject files; and 3) Chronological correspondence files. Each of the different file types are organized and described in an individual series within the collection. The contents of these series document the progression of the Ford Foundation's grant funding priorities from the mid-1970s to the early 1990s within the field of international security. Correspondence, memos, grant proposals, and Recommended Grant Action records (RGAs) show the Foundation's support of research competitions for university-based research and training centers in international security and arms control, fellowships in international security and arms control and Soviet Union/Eastern European studies, and research and trainings focused on specific subjects related to international security. Major institutional recipients of these international peace related grants include the Brookings Institution, the Rand Corporation, the International Institute for Security Studies (IISS), and a number of universities like the Massachusetts Institute of Technology, the University of California Los Angeles, and Indiana University. Within the collection, researchers will also find records that regard other aspects of the International Affairs Program's work that Schoettle supported such as grant funding for an internship program at Radio Free Europe/Radio Liberty (RFE-RL), international economics research and projects, and the strengthening of European integration through assistance to the Centre for European Policy Studies (CEPS). The administrative tasks Schoettle took on as she gained more responsibilities in IAP are documented as well.

Common material formats found within the collection that have not been previously mentioned include papers, itineraries, publications, drafts, and invoices.

The collection consists of more than one accession of Enid C.B. Schoettle office files. Later sets of records transferred to and ingested by the Rockefeller Archive Center in 2019 (Accession 2019:031 and 2019:056) shared the same file types as the original material and were therefore integrated into the established collection.

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Arrangement

Collection consists of 3 series that are based on file type: Meetings and trip files; Subject files; and Chronological correspondence.

A later accession of records containing Enid C.B. Schoettle's meetings files was added to where the original material ended in Series 2. Later accessions of records containing Schoettle's chronological correspondence was placed in Series 3 according to the files' date of origin in order to restore the chronological system of arrangement the records' creators intended.

The collection arrangement is as follows:

Series 1. Meetings, 1979-1991

Series 2. Subject files, 1977-1991, bulk 1987-1991

Series 3. Chronological correspondence, 1976-1987

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Administrative Information

Publication Statement

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Conditions Governing Use

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Immediate Source of Acquisition

Ford Foundation archive was deposited at the RAC in 2011. Ford Foundation records, correspondence, reports, program files, and officers' papers were transferred to and accessioned by the RAC beginning in 2011.

The initial transfer of Enid C.B. Schoettle Office Files was ingested by the RAC as a part of Accession 2012:040. Later sets of Schoettle's Office Files were transferred to the RAC in 2019 and ingested by the RAC as Accessions 2019:031 and 2019:056.

Accessions continue as necessary.

Conditions Governing Access

Open for research. Brittle or damaged items are available at the discretion of RAC.

Processing Information

Level 2 Minimal Processing was originally completed in 2013 for the first accession of Enid C.B. Schoettle Office Files transferred to the Rockefeller Archive Center. Files were described according

to the collection's current arrangement scheme, but materials remained in their original folders and boxes.

Level 3 Standard Processing was then completed for the first accession as well as for Accessions 2019:031 and 2019:056 by Darren Young in July 2019. Material in the first accession was rehoused into archival folders and boxes and assigned new instance information. Accession 2019:031 consisted entirely of chronological files. These files were integrated into Series 3. Chronological correspondence based on their date of origin in order to restore the chronological system of arrangement the records' creators intended. Accession 2019:056 consisted entirely of meeting and trip files. These records were added to the end of Series 1. Meetings.

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Controlled Access Headings

- Ford Foundation
- Arms control
- Europe
- Europe, Eastern
- International agencies
- International economic relations
- International organization
- International relations
- Nuclear energy -- Government policy
- Security, International
- Soviet Union

Collection Inventory

Meetings, 1979-1991

Physical Description: 2.56 Cubic Feet About 4.25 LTR and 2 LGL size Hollinger boxes

Scope and Contents

Series contains the meeting and trip files Enid C.B. Schoettle created during her time in the Ford Foundation's International Affairs Program (IAP). These records primarily originate from the mid-1980s to the early 1990s. They regard Ford Foundation program meetings, meetings Schoettle and the International Affairs Program organized for specific guests or topics, meetings organized by Foundation grant recipients like the International Institute for Security Studies (IISS), site visits to grant recipients or potential grant recipients, country visits, and other meetings, conferences, and workshops related to international security and arms control.

The series also holds a list of Grants and Projects out of Appropriation for October 1, 1965 to December 31, 1965. The list has a note, dated May 21, 1979, from a Joseph W. Currie on the front. The relationship between the list and Enid C.B. Schoettle's meeting and trip files is unclear. Perhaps, the list was placed in the original box that contained the meeting files by mistake.

The series consists of more than one accession of records transferred to the RAC from the Ford Foundation. A second set of meeting and trip files was added to the end of the series.

Title/Description	Instances	
Sir Crispin Tickell Lunch, 1988	box 1	folder 2
Luncheon for Permanent Representatives to the United Nations, 1989	box 1	folder 3
Letters received regarding Luncheon for Permanent Representatives to the United Nations, 1989	box 1	folder 4
International Affairs Program (IAP) Meeting - Cairo, Egypt/Israel Trip, 1988-1989	box 1	folder 5
Academic Council on the United Nations System (ACUNS) Third Annual Meeting, 1987-1990	box 1	folder 6
Meeting on "The Gulf Crisis: The Security Council and the Future", 1991	box 1	folder 7
Meeting on Foundations in East/Central Europe - Letters of Invitation, 1991	box 1	folder 8
Meeting on Foundations in East/Central Europe - Background material/submitted drafts, etc., 1990-1991	box 1	folder 9-10
Meeting on Foundations in East/Central Europe - Materials distributed at meeting, 1990-1991	box 2	folder 11-12
Meeting on Foundations in East/Central Europe - Reports, 1991	box 2	folder 13
International Institute for Strategic Studies (IISS) Silver Jubilee Annual Conference: The Conduct of East-West Relations in the 1980s, Ottawa, Canada, 1983	box 2	folder 14
Trip to Radio Free Europe/Radio Liberty (RFE-RL), Munich, Germany, 1979-1984	box 2	folder 15-16
East Europe trip, 1984	box 2	folder 17
Brazil, Argentina, and Chile trip, 1985	box 2	folder 18
United States Information Agency (USIA) - Fulbright 40th Anniversary Washington D.C. Conference, 1982-1986	box 3	folder 19-20
Inter-University Seminar on Armed Forces and Society, Chicago, Illinois, 1985	box 3	folder 21
Canadian Centre for Arms Control and Disarmament trip, 1982-1986	box 3	folder 22-23
Palme Commission Meeting, New Delhi, India , 1985-1986	box 3	folder 24-26

Arms Control Association (ACA)/International Institute for Strategic Studies (IISS) "New Faces" Conference, Castelgandolfo, Italy, 1986	box 3	folder 27
Miscellaneous note from Stanley J. Heginbotham, 1989 January 9	box 4	folder 28
Grants and Projects out of Appropriation, Fiscal Year 1966, October-December, 1965, 1979 May 21	box 4	folder 29-30
London, England trip, 1987	box 4	folder 31
Soviet Union trip, 1985-1987	box 4	folder 32-34
Council on Foreign Relations (CFR) - Polish conference, Warsaw, Poland, 1987	box 4	folder 35
Aspen Institute Berlin Conference on Rethinking the Role of Conventional Forces and Arms Control in European Society, 1987	box 4	folder 36
Institute for East-West Security Studies (IEWSS) Conference on the Impact of Technology on the Future of European Security and Cooperation, Helsinki, Finland, 1986-1987	box 4	folder 37
Nuclear History Project (NHP) conference, Munich, Germany, 1987	box 4	folder 38
Aspen Institute for Humanistic Studies - United States-Soviet Relations Conference: Eastern Europe, Lucerne, Switzerland, 1987	box 4	folder 39
Germany travel guide and International Institute for Strategic Studies (IISS) visit, London, England, 1986-1987	box 5	folder 40
International Institute for Strategic Studies (IISS) Annual Conference, Barcelona, Spain, 1987	box 5	folder 41
Third Special Session of the United Nations General Assembly Devoted to Disarmament, 1988	box 5	folder 42
Massachusetts Institute of Technology - Schoettle visit with Franklin A. Thomas, 1985-1989	box 5	folder 43
Stockholm International Peace Research Institute (SIPRI) conference, 1989	box 5	folder 44
Soviet Union and Hungary trip, 1989	box 5	folder 45
Aspen Institute Berlin Conference: Where Is Germany Heading?, 1989	box 5	folder 46
The American Council on Germany (ACG) and Atlantik-Bruecke - American-German Biennial Conference, Dearborn, Michigan, 1989	box 5	folder 47
Georgetown University trip, 1988-1989	box 5	folder 48
United States Information Agency (USIA) - Cultural and Educational Agreement between the United States and Spain, 1989	box 5	folder 49

Third Annual Conference of Social Science Research Council (SSRC)-MacArthur Foundation Fellows in International Peace and Security, Morelos, Mexico, 1989	box 5	folder 50-51
Cambodia and the United Nations meeting, 1989	box 5	folder 52
National Research Council conference - Status and Prospects of Soviet Social Science: The Challenge for the American Scholarly Community, 1989	box 5	folder 53
International Institute for Strategic Studies (IISS) Annual Conference, Oslo, Norway, 1989	box 5	folder 54
International Peace Academy (IPA) Workshop on The United Nations and International Security: United States, Soviet, and Third World Perceptions of Regional Conflict Management, Briarcliff Manor, New York, 1988-1989	box 5	folder 55
Carnegie Endowment for International Peace Conference on Nuclear Non-Proliferation: The Role of Private Organizations, 1989	box 6	folder 56
Joint Meeting between the United Nations Association of the United States of America (UN-USA) and the Soviet-UN Association, 1988-1989	box 6	folder 57-58
National Conference on the United States and the United Nations, 1989	box 6	folder 59
International Institute for Strategic Studies (IISS) Heads of Institutes Meeting, 1989	box 6	folder 60
Poland trip, 1989	box 6	folder 61
Ford Foundation Conference on Czechoslovakia, 1989-1990	box 6	folder 62-64
White House Symposium for Non-Profit Organizations on Assistance to Eastern Europe, 1989-1990	box 6	folder 65
Poland and Hungary trip, 1989-1990	box 7	folder 66

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Subject files, 1977-1991, bulk 1987-1991

Physical Description: .48 Cubic Feet About 1.25 LTR size Hollinger boxes

Scope and Contents

Series contains the subject files Enid C.B. Schoettle created during her time in the Ford Foundation's International Affairs Program (IAP). These records chiefly originate from Schoettle's time as IAP Director and regard IAP program reviews. The series also holds a few chronological correspondence files for consultants with whom Schoettle worked such as Johan Holst. These chronological files are not like the extensive files found in Series 3 for Schoettle's correspondence. They each only include one or a few pieces of correspondence.

Title/Description	Instances	
Goodwin, Craufurd - Chronological file, 1987 November	box 7	folder 67

Holst, Johan - Chronological file, 1990 May	box 7	folder 68
International Peace, Security, and Arms Control (IPSAC) Competition - Recommended Grant Actions (RGAs) and other important documents, 1977-1991	box 7	folder 69-73
Leven, Bozena - Chronological file, 1987 September 24	box 7	folder 74
Program Review - United States and International Affairs Program (USIAP) 1988 Fiscal Year, 1987	box 8	folder 75
Program Review - Mini Program Review Presentation, 1989	box 8	folder 76
Program Review - International Affairs Program (IAP)/ Developing Countries Program (DCP) 1989 Fiscal Year, 1988	box 8	folder 77
Program Review - International Affairs Program (IAP) 1990 Fiscal Year, 1989-1990	box 8	folder 78-79
Program Review - International Affairs Program (IAP) 1990 Fiscal Year, 1990	box 8	folder 80
Work/Family Task Force, 1987-1989	box 8	folder 81

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Chronological correspondence, 1976-1987

Physical Description: 3.61 Cubic Feet About 9.5 LTR size Hollinger boxes

Scope and Contents

Series contains the chronological correspondence files Enid C.B. Schoettle created during her time in the Ford Foundation's International Affairs Program (IAP). The correspondence in these files chiefly regard grant proposals, grant evaluations, research competitions for grant funding, meetings, trips, conferences, program reviews, and administrative matters. Within these letters, Schoettle communicated with other IAP staff members, executives and employees in the larger Ford Foundation, grantees and potential grantees, consultants, and other academics and policy experts within the field of international security and arms control.

The series consists of more than one accession of records transferred to the RAC from the Ford Foundation. A second set of chronological files was integrated into the series based on the dates from which the material originated in order to restore the chronological system of arrangement the records' creators intended. Schoettle's correspondence from between 1979 and 1980 and from 1988 until her retirement are still missing from the series. Future accessions of material may add the files to the collection.

Title/Description	Instances	
Chronological file, 1976 September	box 8	folder 82
Chronological file, 1976 October	box 8	folder 83
Chronological file, 1976 November	box 8	folder 84
Chronological file, 1976 December	box 8	folder 85
Chronological file, 1977 January	box 8	folder 86
Chronological file, 1977 February	box 8	folder 87

Chronological file, 1977 March	box 8	folder 88
Chronological file, 1977 April	box 9	folder 89
Chronological file, 1977 May	box 9	folder 90
Chronological file, 1977 June	box 9	folder 91
Chronological file, 1977 July	box 9	folder 92
Chronological file, 1977 August	box 9	folder 93
Chronological file, 1977 September	box 9	folder 94
Chronological file, 1977 October	box 9	folder 95
Chronological file, 1977 November	box 9	folder 96
Chronological file, 1977 December	box 9	folder 97
Chronological file, 1978 January	box 9	folder 98
Chronological file, 1978 February	box 9	folder 99
Chronological file, 1977-1978	box 9	folder 100
Chronological file, 1978 April	box 10	folder 101-102
Chronological file, 1978 April-May	box 10	folder 103
Chronological file, 1978 June	box 10	folder 104
Chronological file, 1978 July	box 10	folder 105
Chronological file, 1978 July-August	box 10	folder 106
Chronological file, 1978 September	box 10	folder 107
Chronological file, 1978 October	box 10	folder 108
Chronological file, 1978 November	box 10	folder 109
Chronological file, 1978 December	box 11	folder 110
Chronological file, 1981 July	box 11	folder 111
Chronological file, 1981 August	box 11	folder 112
Chronological file, 1981 September	box 11	folder 113
Chronological file, 1981 October	box 11	folder 114
Chronological file, 1981 November	box 11	folder 115
Chronological file, 1981 November-December	box 11	folder 116
Chronological file, 1982 January	box 11	folder 117
Chronological file, 1982 February	box 11	folder 118
Chronological file, 1982 March	box 11	folder 119
Chronological file, 1982 April		

	box 11	folder 120
Chronological file, 1982 April-May	box 11	folder 121
Chronological file, 1982 April-June	box 12	folder 122
Chronological file, 1982 July	box 12	folder 123
Chronological file, 1982 August	box 12	folder 124
Chronological file, 1982 June-September	box 12	folder 125
Chronological file, 1982 October	box 12	folder 126
Chronological file, 1982 November	box 12	folder 127
Chronological file, 1982 December	box 12	folder 128
Chronological file, 1983 January	box 12	folder 129
Chronological file, 1983 February	box 12	folder 130
Chronological file, 1983 February-March	box 12	folder 131
Chronological file, 1983 April	box 12	folder 132
Chronological file, 1983 May	box 12	folder 133
Chronological file, 1983 June	box 12	folder 134
Chronological file, 1983 July	box 12	folder 135
Chronological file, 1983 August	box 13	folder 136
Chronological file, 1983 September	box 13	folder 137
Chronological file, 1983 October	box 13	folder 138
Chronological file, 1983 November	box 13	folder 139
Chronological file, 1983 December	box 13	folder 140
Chronological file, 1983-1984	box 13	folder 141
Chronological file, 1984 February	box 13	folder 142
Chronological file, 1984 March	box 13	folder 143
Chronological file, 1984 April	box 13	folder 144
Chronological file, 1984 May	box 13	folder 145
Chronological file, 1984 June	box 13	folder 146
Chronological file, 1984 July	box 13	folder 147
Chronological file, 1984 August	box 13	folder 148
Chronological file, 1981-1984	box 13	folder 149
Chronological file, 1984 October	box 13	folder 150
Chronological file, 1984 July-November	box 14	folder 151

Chronological file, 1984 November-December	box 14	folder 152
Chronological file, 1984-1985	box 14	folder 153
Chronological file, 1985 January-February	box 14	folder 154
Chronological file, 1985 February-March	box 14	folder 155
Chronological file, 1985 March-April	box 14	folder 156
Chronological file, 1985 May	box 14	folder 157
Chronological file, 1985 June	box 14	folder 158
Chronological file, 1985 July	box 14	folder 159
Chronological file, 1985 April-August	box 14	folder 160
Chronological file, 1985 August-September	box 14	folder 161
Chronological file, 1985 August-October	box 14	folder 162
Chronological file, 1985 September-November	box 15	folder 163
Chronological file, 1985 November-December	box 15	folder 164
Chronological file, 1986 January	box 15	folder 165
Chronological file, 1986 January-February	box 15	folder 166
Chronological file, 1986 January-March	box 15	folder 167
Chronological file, 1986 April	box 15	folder 168
Chronological file, 1986 March-May	box 15	folder 169
Chronological file, 1986 June	box 15	folder 170
Chronological file, 1986 July	box 15	folder 171
Chronological file, 1986 August	box 16	folder 172
Chronological file, 1985-1986	box 16	folder 173
Chronological file, 1986 October	box 16	folder 174
Chronological file, 1986 November	box 16	folder 175
Chronological file, 1986 December	box 16	folder 176
Chronological file, 1986-1987	box 16	folder 177
Chronological file, 1987 February	box 16	folder 178
Chronological file, 1987 March	box 16	folder 179
Chronological file, 1987 April	box 16	folder 180
Chronological file, 1987 March-May	box 16	folder 181
Chronological file, 1987 May-June	box 17	folder 182
Chronological file, 1987 July	box 17	folder 183

Chronological file, 1987 June-August	box 17	folder 184
Chronological file, 1987 September	box 17	folder 185
Chronological file, 1987 October	box 17	folder 186
Chronological file, 1986-1987	box 17	folder 187
Chronological file, 1987 December	box 17	folder 188

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