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**IMMEDIATE
ATTENTION**

MASTER FILES

ROOM C-120

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EBAP/85/246

September 27, 1985

To: *Members of the Executive Board*

From: The Acting Secretary

Subject: 1985 Annual Meeting - Conduct of Business

Consistent with established practice in cases when the Annual Meeting is held outside of Washington, a senior officer in the Fund's headquarters is authorized by the Managing Director to act as head of the staff at headquarters on matters not requiring the attention of the Executive Board during the period of the absence of the Managing Director and the Deputy Managing Director.

The Managing Director and the Deputy Managing Director will leave Washington on October 1. The Managing Director wishes to inform the Executive Board that he is authorizing Mr. Carl P. Blackwell to act as head of the staff from the departure of the Managing Director until the return of the Deputy Managing Director, who is scheduled to be at headquarters beginning October 13, 1985.

Other Distribution:
Department Heads
Division Chiefs

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