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MASTER FILES

ROOM C-120

01

September 18, 1984

SECRETARY'S CIRCULAR NO. 84/102

To: Members of the Executive Board  
From: The Acting Secretary  
Subject: IMF Institute Course in Arabic

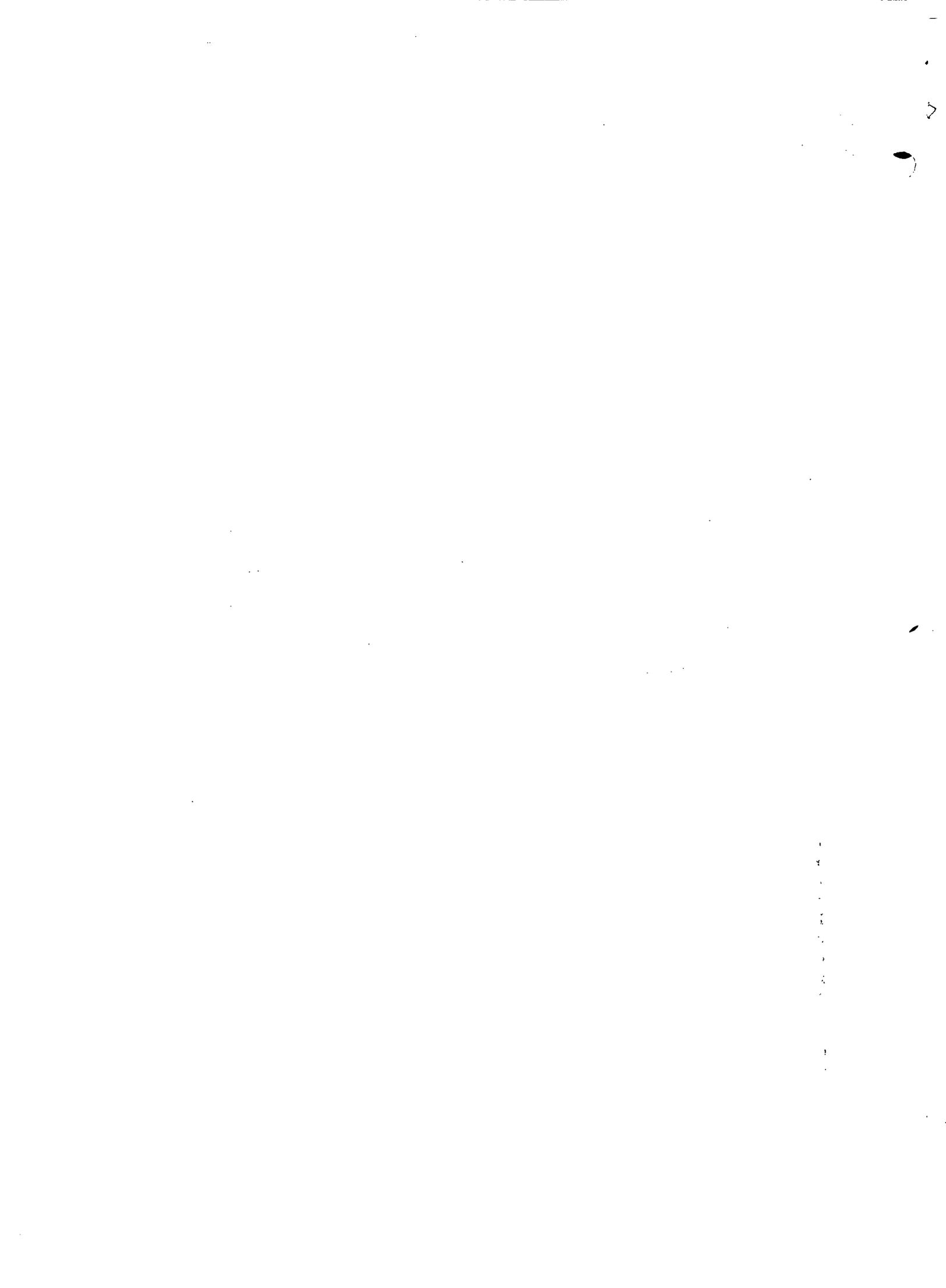
Attached for the information of the Executive Directors is a letter from the Managing Director with enclosures in English, concerning the introduction of the Course on Techniques of Economic Analysis in Arabic in September 1985.

The letter and its enclosures in English was mailed to all Governors and Alternate Governors of the Fund except Governors of Arabic speaking countries who received copies in Arabic.

It would be appreciated if Executive Directors would inform the IMF Institute of the names of any persons or agencies in their constituencies to which they wish the outline to be dispatched. The Institute would also be glad to provide Executive Directors with any additional copies that they may require.

Att: (1)

Other Distribution:  
Department Heads



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MANAGING DIRECTOR

INTERNATIONAL MONETARY FUND  
WASHINGTON, D. C. 20431

CABLE ADDRESS  
INTERFUND

July 16, 1984

Sir:

IMF Institute Course in Arabic

In 1980 the Fund introduced a special arrangement to permit a few Arabic-speaking participants to follow in their own language, some of the courses conducted in English by the IMF Institute. This arrangement has proven to be valuable for both the participants and their authorities and it has been decided to develop further the training provided in Arabic by instituting full-fledged courses in Arabic. The first course to be conducted under this new program will be a course on Techniques of Economic Analysis in the second half of 1985. Attached is a description of the course, a summary of the qualification requirements, and details of the administrative arrangements.

Very truly yours,

J. de Larosière  
Managing Director

Attachment



IMF INSTITUTE

Course on Techniques of Economic Analysis  
in Arabic

September 9 - November 1, 1985

A. Course Description

This course is aimed at providing a survey of analytical concepts and techniques for officials who have had relatively limited formal exposure to modern macroeconomics. In designing the course, special efforts have been made to meet the needs of officials of financial agencies, whose responsibilities involve either the compilation of basic data and the preparation of analytical descriptions of the current economic situation or the comprehension and critical evaluation of economic reports made by others, including those made in the context of consultations with the Fund.

The course is divided into three parts:

- (a) a presentation of the principal macroeconomic accounts;
- (b) an exposition of the modern tools of economic analysis; and
- (c) a description of the Fund's policies and procedures.

(a) The first part of the course sets forth the principal features of the data base in terms of which the economy is measured and analyzed. Elements of national income accounting, monetary and financial surveys, government finance and balance of payments statistics are introduced and discussed. The crosschecking feature of these accounts is indicated and participants through the use of actual data are invited to seek the consistency of statistics.

(b) The second part deals with the types of analysis required as a rational foundation for policy decisions. Elements of monetary, fiscal and external payments analysis are presented. Concurrently, participants are introduced to concepts of measurement and quantitative methods, including index numbers, regression techniques and simple economic models. Practical work, using data gathered by the Fund, is designed to help the participants gain a deeper understanding of basic macroeconomic relationships and experience in appraising the quantitative effects of policy actions. Work in small groups under the guidance of a staff member of the Institute illustrates the application of the analytical techniques presented in the lectures.

(c) The program includes sessions on the international monetary system and the role, organization and policies of the International Monetary Fund.

B. Qualifications, Applications, and Selection Procedures

The Principal Purpose of the Courses offered by the IMF Institute is to help strengthen the technical capacities of member countries' financial agencies -- ministries of finance, economy and planning and monetary institutions with responsibilities for policy-making in financial fields. For this reason, preference will be given to officials of such agencies and candidates must, without exception, be sponsored by the agency in which they serve. The Institute is therefore unable to consider applications from persons employed in non-governmental institutions or businesses such as commercial banks, universities or trade unions.

1. PROFESSIONAL QUALIFICATIONS

The course on Techniques of Economic Analysis is specially addressed to career officials involved with financial matters in Ministries of Finance, Economy and Planning and in Central Banks or similar institutions. It is designed to help meet the needs of officials who have only limited training in economics and who have a strong need to learn the basic techniques of economic analysis.

2. LANGUAGE ABILITY

Applicants for this course must be proficient in reading and speaking Arabic.

3. APPLICATION PROCEDURES

Those interested in the Techniques of Economic Analysis course should submit an official application form for the course. Two sample forms are enclosed and additional forms may be obtained from the IMF Institute.

Each applicant should complete pages 3 and 4 of the application form, and should take particular care to provide all the information requested. Any omissions will delay the screening process undertaken by the IMF Institute and may jeopardize the chances of the applicant's selection.

After the applicant has provided the information referred to above, the senior officer in the agency in which the applicant is employed should complete and sign page 2 of the application form. The completed application form should then be sent to the IMF Institute, which will acknowledge receipt.

Applications for Institute courses are usually substantially in excess of the available places. A considerable length of time is required to screen applications and select participants. It is therefore essential that properly completed applications reach the IMF Institute not later than the closing date shown below. The Institute is unable to consider any late candidacies. Applicants and sponsors should bear in mind that in many instances it takes two to three weeks for an application form sent by airmail to reach Washington, D.C. and they should allow for this in determining when to submit applications.

In sponsoring an application, the applicant's institution is required to certify that, if accepted, he will receive leave of absence with regular pay for the duration of the course, that during his stay in the IMF Institute he will be given no other duties or assignments that might conflict with his participation in the course, and that upon his return to duty he will be placed in his former position or in one carrying equal or greater responsibility.

Deadline for Receipt of Applications. Applications must be received by April 1, 1985.

#### 4. SELECTION PROCEDURE

The Admissions Committee of the Institute meets under the chairmanship of the Deputy Managing Director of the International Monetary Fund to select the participants shortly after the formal closing date for applications. Each applicant is informed directly of the decision of the Admissions Committee approximately two months before the beginning of the course.

In the selection process, the Admissions Committee pays particular attention to each candidate's educational background and professional experience, as well as to his job description and the responsibilities assigned to him. Applicants whose professional activities are not closely related to the subject matter of the course are given relatively lower priority. Selection will be based on the qualifications of each applicant as indicated above (see section entitled Professional Qualifications). However, the Admissions Committee is reluctant to accept candidates who have had less than three years of professional experience or candidates who, by reason of age, have a limited expectancy of further service with their governments.

As the number of participants is restricted to about 30 for the course, it is unlikely that the Admissions Committee would accept more than one candidate from each country. Similarly, there can be no assurance that it will be possible to accept candidates from every member country from which applications are received. The Admissions Committee expects that the sponsoring authorities will carry out a certain amount of preselection. When more than one candidacy is presented, the sponsor should indicate an order of priority among them.

## C. Travel, Housing and Other Arrangements

### 1. TRAVEL

The IMF Institute pays the cost of economy class air travel for participants between their place of residence and Washington. It is not prepared to meet the cost of travel or any other expenses incurred for or on behalf of a participant's family.

The Fund's willingness to pay for the participant's return trip is conditional on the return travel taking place within one month after the end of the course. Requests for an extension of this time period are considered on an exceptional basis and only if made by the participant's sponsoring institution.

### 2. HOUSING

Housing accommodation is provided free of charge in the Concordia Building, a Fund-owned apartment building, located a short distance from the Fund, at 1250 New Hampshire Avenue, N.W., Washington, D.C. 20036. A separate apartment is allotted to each participant. Spouses of participants may share these accommodations without charge.

In some instances the Institute may be unable to provide housing for a participant at the Concordia Building due to a shortage of accommodation. In such cases the Institute will provide alternative accommodation in a conveniently located hotel or apartment hotel. Such participants will enjoy all other facilities of the Concordia Building. Children are not allowed in the Concordia Building, and participants who bring children are required to find accommodation for themselves and their families elsewhere and at their own expense. The IMF Institute discourages participants from bringing children to Washington. It should be emphasized that it is very difficult to find an apartment for short-term occupancy in Washington, and that a furnished two-bedroom apartment cannot be rented for less than \$700 per month. Such an apartment would probably be located in the suburbs, with attendant transportation problems for the participant.

### 3. LIVING ALLOWANCE AND INSURANCE

The Fund provides each participant in IMF Institute courses with a living allowance which is at present \$25 per day. This allowance is intended to cover the cost of meals and some of the participant's incidental expenses. However, even with careful management, this allowance does not cover expenses of a married couple. Participants who bring spouses should therefore be prepared to supplement the allowance with at least a moderate amount of their own funds.

Arrangements are made by the Institute to provide participants in regular courses with health insurance benefits covering the major part of medical and hospital expenses. These benefits, however, will not cover expenses incurred in connection with pre-existing conditions, and

sponsors are expected to certify that participants are, immediately prior to the course, in good health, free from any contagious disease, and not suffering from any medical condition (including pregnancy) that could impair their attendance at the course. Sponsors are also required to certify that the IMF will be reimbursed for all expenses incurred by participants and their families as a result of any pre-existing medical condition.

Participants are covered by travel accident insurance during travel to and from Washington and while in official attendance at the IMF Institute. During these same periods, participants' personal effects are insured within certain limitations. Detailed information on insurance and limitations will be sent to candidates when their applications are approved by the Admissions Committee.

#### 4. SOCIAL ACTIVITIES

During each course the IMF Institute organizes a social program in which all participants and their spouses are invited to take part. The program is designed to offer relaxation in the form of social gatherings, sightseeing and similar diversions. Various excursions are organized in and around Washington and in New York City. Social gatherings include receptions, luncheons, and dinners, organized either by the Institute or by other Fund departments or Fund officials.

#### 5. MISCELLANEOUS

More precise details on travel, baggage allowances, medical and other types of insurance, housing and similar arrangements, as well as background information intended to ease the settling-in process on arrival in Washington, are sent to each participant.

Each participant is required to sign an affirmation to the effect that he or she will respect the confidential nature of certain documents used during the course.

#### 6. COMMUNICATIONS

Communications by airmail should be addressed to:

The Director  
IMF Institute  
International Monetary Fund  
Washington, D.C. 20431  
U.S.A.

Communications by cable should be addressed to:

TEYSSIER  
INTERFUND  
WASHINGTONDC  
Telex numbers: 248331 IMF UR  
440040 FUND UI

The telephone number of the IMF Institute is 202-477-3783. The full ten-digit number should be used for telephone calls from outside the Washington, D.C. area. For local calls, only the last seven digits should be dialed.

Additional information and further description of other Institute courses will be found in the 1985 program which is available on request.