

MASTER FILES

ROOM C-12B

01

December 2, 1983

SECRETARY'S CIRCULAR NO. 83/126

To: Members of the Executive Board
From: The Secretary
Subject: Temporary Alternate Executive Director

The Secretary has received the following memorandum dated December 2, 1983 from Mr. Kafka:

In the event that my Alternate and I are unable to attend an Executive Board Meeting, I wish to appoint my Advisor, Mr. Hernando A. Arias, or my Assistant, Mr. José Roberto Novaes de Almeida, to attend as Temporary Alternate.

Other Distribution:
Department Heads