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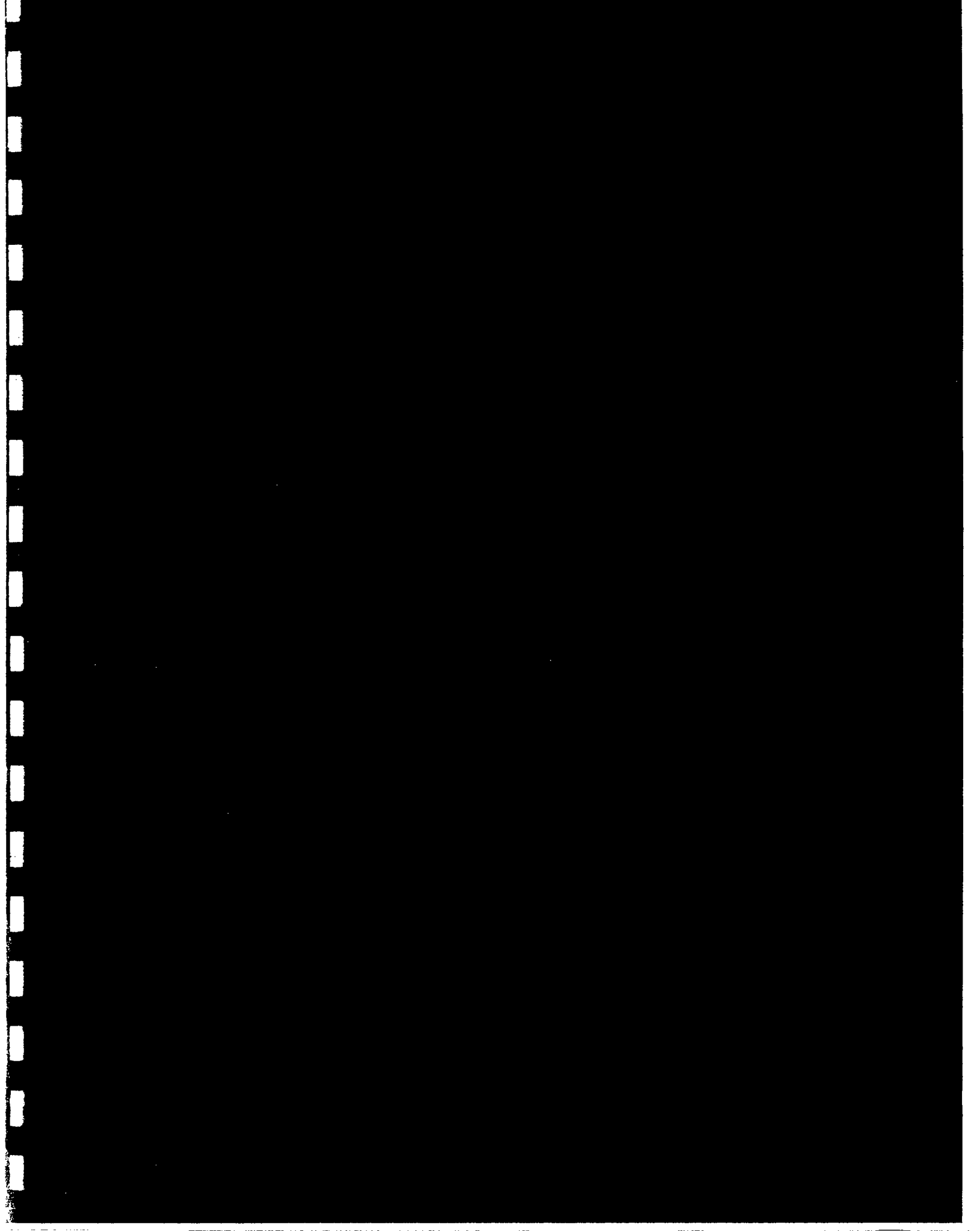
March 30, 1984

To: Members of the Executive Board
From: The Secretary
Subject: Administrative Budget for FY 1985

In accordance with Section J-4 of the Rules and Regulations, there is attached the proposed Administrative Budget for FY 1985 which is tentatively scheduled for discussion by the Executive Directors on Wednesday, April 25, 1984.

Att: (1)

Other Distribution:
Department Heads



ADMINISTRATIVE BUDGET

For Financial Year 1985

International Monetary Fund

Washington, D.C.

March 1984

ADMINISTRATIVE BUDGET FOR FINANCIAL YEAR 1985

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**MANAGING DIRECTOR'S STATEMENT ON
THE ADMINISTRATIVE BUDGET FOR FINANCIAL YEAR 1985**

INTRODUCTION

1. Pursuant to Section J-4 of the Rules and Regulations, I am presenting herewith, for the Executive Directors' consideration and approval, the Administrative Budget for FY 1985, which covers the 12 months beginning May 1, 1984. The budget estimates for administrative expenses are expressed in U.S.dollars. In the section on the General Financial Picture, the SDR equivalents are also given. As the Fund's income position is to be reviewed in a separate paper, only administrative expenses are dealt with in this document.

2. Following previous practice, the budget document includes, in addition to this statement and the draft decisions, three sections which analyze the budget by program of activity (pages 17 to 34), by object of expense (pages 37 to 48), and by unit of organization (pages 51 to 95). The latter section is organized differently from last year and now shows, first, the 15 departments in alphabetical order, then the 3 bureaux and finally the 4 offices. The second section, by object of expense, forms the basis for the budget decision by the Executive Board. At the back are appendices and an index. The appendices include updated analyses of estimated administrative expenses in FY 1984 and actual expenses in FY 1983, as well as several pages of financial and budgetary data covering the last ten years, including information presented last year in a supplement to the budget document.

GENERAL FINANCIAL PICTURE

Financial Year 1984

3. The administrative budget for FY 1984, approved by the Executive Board last April, totaled \$192.5 million (SDR 177.4 million¹). On May 20, 1983, the Executive Board approved a \$5.7 million supplementary appropriation on account of the 1983 general salary adjustment. On March 12, 1984, the Executive Board approved a second increase of \$6.3 million to provide for several developments which entailed additional administrative expenses, thereby raising the budget ceiling to \$204.5 million (SDR 193.9 million²). After reimbursement of expenses for conducting the business of the Special Drawing Rights Department (SDR 3.0 million), and taking into account extrabudgetary capital expenses for the construction of the extension to the headquarters building and the Visitors' Center (SDR 4.0 million), total administrative expenses for FY 1984 are estimated at SDR 194.9 million.

Financial Year 1985³

4. The administrative budget for FY 1985 is estimated at \$224.4 million (SDR 211.7 million). This estimate does not include the cost of any general salary adjustment. For reference purposes, it might be noted that each 1 percent increase in staff salaries would cost \$1.2 million⁴ (SDR 1.1 million) on an annual basis and result in a 0.5 percent increase in total budgetary expenses. In addition, it should be noted that no provision is made for the establishment of the Fund's own computer center. A paper recommending the establishment of such a center is expected to be submitted to the Executive Board in the near future. That paper will propose that the cost should be charged directly to income outside the administrative budget, as has been the practice for other major capital expenditures, such as those connected with the construction of the headquarters building and its extension. After reimbursement of estimated expenses in connection with the Special Drawing Rights Department (SDR 3.3 million), and taking into account extrabudgetary capital expenses for the completion of the extension to the headquarters building and the Visitors' Center (SDR 2.2 million), but excluding the Fund's computer center, total administrative expenses for FY 1985 are estimated at SDR \$210.6 million.

¹Converted at U.S. \$1.00 = SDR 0.921430 as of March 1, 1983.

²Actual expenses through February 29, 1984 in terms of SDRs plus estimated U.S. dollar expenses converted at the rate of U.S. \$1.00 = SDR 0.943196 as of March 1, 1984.

³All figures expressed in SDRs in this section are converted at the rate of U.S. \$1.00 = 0.943196 as of March 1, 1984.

⁴Including associated additional costs for Staff Retirement Plan contributions, tax and spouse allowances, and accrued annual leave and separation grants.

FUND'S PROGRAM OF WORK

Program of Work in Calendar Year 1983

5. In calendar year 1983, the volume of work in connection with operations and relations with member countries reached unprecedented levels both on account of a record number of countries with a financial arrangement with the Fund and of an intensification in consultation mission activity. The increase in the work load was again mainly concentrated on Western Hemisphere, European and African countries. In total, there was an all-time high of 245 negotiations conducted for the use of Fund resources, compared with 189 in 1982, of which 24 were conducted at headquarters (25 in 1982) and 53 were within the framework of an Article IV consultation mission (45 in 1982). The level of complexity of the negotiations and the more active role played by the Fund in securing confirmation from official and private creditors, that external financing, on which programs have been agreed, will become available, added to the pressure on the staff. With regard to consultation work, there were 129 Article IV missions compared with 107 in CY 1982. Membership coverage rose from 57 to 80 percent, which is close to the requirement under the guidelines for a strict consultation cycle. In terms of financial transactions, members' overall purchases reached a record SDR 12.6 billion, compared with SDR 7.4 billion in 1982 and SDR 6.8 billion in 1981, to give, after deduction of repurchases, a total net use of Fund resources of SDR 10.6 billion, which surpasses the previous highs of SDR 5.6 billion in 1982 and SDR 4.7 billion in 1981. The number of countries that used Fund resources in 1983, excluding reserve tranche purchases, was 60 compared with 53 in 1982 and 44 in 1981.

6. In 1983, staff activities in connection with general policy development remained at a high level. High priority tasks included the extension of the policy on enlarged access to Fund's resources, the completion of the Eighth General Review of Quotas, the revision and enlargement of the GAB, negotiations on new borrowing agreements, reviews of the Fund's liquidity and financing needs, and an agreement to raise the rate of remuneration relative to the SDR interest rate on creditor positions in the Fund. Among other important items, the surveillance over exchange rate policies was given a new impulse with the establishment of an information notice system providing for an early detection of large movements in exchange rates. In addition, two major studies were conducted, one providing a comprehensive evaluation of the present exchange rate system and the other examining the effects of exchange rate volatility on international trade. The work related to the World Economic Outlook (WEO), which took the equivalent of 38 man-years of staff time, provided an increased coverage of issues and included five papers in the WEO series (2 in 1982); special work on this exercise was also required for the *Annual Report*, the meetings of the Interim Committee and the Annual Meetings. Other research activities included the production of 62 papers in 1983 (60 in 1982) which, inter alia, dealt with balance of payments adjustment, external debt management and debt restructuring, exchange rate arrangements and policies, functioning of international financial markets, interest rate policies in developing countries, special adjustment problems in planned economies, and various fiscal policy matters.

7. Calendar year 1983 was a year of consolidation in the special services rendered to member countries. The IMF Institute held the same number (11) of courses as in 1982 and one less seminar at headquarters (2 against 3 in 1982) which altogether, were attended by 412 participants (423 in 1982). However, there were 3 programs held abroad, compared with 2 in 1982. Central banking and fiscal experts provided 120 man-years of technical assistance (109 in 1982). In addition, the staff undertook 127 technical assistance missions (132 in 1982), including 72 (71 in 1982) to provide for assistance in various fields of statistics.

8. In connection with information services, there were 39 press conferences or briefings (37 in 1982), 88 short seminars (59 in 1982), and two seminars for academicians and other interested persons (one in Chile and one in Austria). The publications program included special supplements to *International Financial Statistics on Money and International Reserves* and three new books: *The Fund and China in the International Monetary System*, *International Money and Credit: The Policy Issues*, and *Government and Expenditure Controls: Theory and Practice*. In the field of statistical information, work began on the development of syntheses of external debt data for a number of key debtor countries and on that of an on-line capability to update and retrieve economic and financial data on member countries.

9. The salient feature of the work on general support services was the continuation of the major development effort in the automation of the Fund's operations. Prior to the establishment in FY 1983 of the Bureau of Computing Services, there had been a marked pause in the development of data processing services in the Fund. During the last two financial years, considerable efforts have been devoted to the review of various functions where there was a potential for improvement, to prepare a medium-term strategy, and to provide short-term bridging arrangements. As a result of this planning effort, several critical applications have been selected, their design has been, in most cases, completed, and, in certain instances, the first stages of development have been initiated. Other support services activities in 1983

included the completion of the extension of the headquarters building, installation of the new telephone system, a comprehensive staff compensation survey, the career stream study, and reviews of the Staff Retirement Plan, the Medical Benefits Plan and the Group Life Insurance Plan.

Program of Work in Financial Year 1985

10. In FY 1985, the country work program is likely to be at least as demanding as in CY 1983 and possibly more so in some areas. A considerable number of existing arrangements will remain in force and some new programs are likely to be concluded, particularly with African countries. There is also likely to be an increase in membership. Work on certain complex existing programs will need to be intensified and will require continued contacts with commercial banks and official lenders. The Fund's catalytic role will remain of major importance for those countries which face serious difficulties in achieving a viable balance of payments position in the medium term. The volume of the Fund's financial operations and transactions will continue to rise sharply, reflecting not only disbursements of ordinary and borrowed resources, but also a rapidly rising volume of repurchases and repayments of Trust Fund loans. In addition to the high level of work connected with use of Fund resources, it is envisaged that, for most members, an annual consultation cycle will be maintained, particularly for those members having a substantial impact on other countries or those with Fund-supported programs or where there are substantial doubts about the medium-term viability of the balance of payments position. Given these assumptions, there may be some 135 consultation missions in FY 1985. The work load at headquarters in connection with Article IV missions will also require more staff time as more work is directed towards the assessment of the medium-term external debt outlook and the analysis of specific trade issues, including the impact of protectionist measures.

11. In FY 1985, the program of work in connection with general policy development and research is likely to continue at a high level. Among the major issues that will require attention are: (i) systemic questions relating to needed improvements in the functioning of the international monetary system, including examination of the exchange rate system, the provision of international liquidity, the role of the SDR, and the role of the Fund; (ii) issues concerning adjustment programs, including studies of prolonged and repeated uses of Fund credit, reporting of data on performance criteria, and the role of exchange rate policy in adjustment programs; (iii) the financing needs of the Fund, including periodic reviews of the Fund's liquidity; (iv) review of the policy on enlarged access to Fund resources; (v) the issue of overdue payments and the failure of members to meet their financial obligations to the Fund on time; (vi) various SDR matters, in particular, issues relating to a possible allocation of the SDR and measures to improve the usability of the SDR as a reserve asset, to encourage the development of the private SDR and to expand the list of Other Holders of SDRs. Other major tasks are the World Economic Outlook project, which will give special attention to the medium-term evolution of the external debt situation and the interaction of countries' policies; work on surveillance of exchange rates; a review of stand-by and extended arrangements; studies on the design of financial programs and the global effects of Fund programs; the Fund's approach to centrally planned economies; linkages between trade, indebtedness, and development; and analysis of developments related to international banking, as well as investment flows to less developed countries.

12. The program of special services to member countries will also involve much work in FY 1985. The IMF Institute plans to offer 10 courses and two seminars at headquarters, and four seminars to be conducted abroad to meet the special needs of the host countries. During the year, the Institute will begin preparatory work for a separate Arabic course which would be offered for the first time in FY 1986. Consideration will also be given to the development of additional special training programs in the area of statistics. Technical assistance services, provided by staff and experts of the Fiscal Affairs and Central Banking Departments, are expected to expand significantly in the coming year, with expert man-years projected to increase by 7 percent. For the Central Banking Department the increase will be largely in the area of external debt management, while that in the Fiscal Affairs Department will reflect primarily assistance in the preparation of fiscal adjustment programs requiring specialized technical expertise. The Legal Department will continue to be involved in such assistance, especially with regard to drafting of legal instruments. Technical assistance provided by the Bureau of Statistics is also expected to rise in FY 1985 in the face of an anticipated increase in demands by member countries. Emphasis will be placed on providing assistance to newer member countries and those using Fund resources, especially through efforts to improve the currentness and coverage of data.

13. An important feature of the information and statistical services work programs in FY 1985 will be the Fund's work on external debt statistics which will be focused on the extension of the international banking statistics data base and the construction of syntheses of the available data on external debt for significant debtor countries. External relations activities will feature intensified contacts with the media in order to explain the role and functions of the Fund. This activity will be supplemented by the operation of the Visitors' Center, which will be opened this year. Items in the publications program will include a three-volume Fund History, 1971-1978; other books--incomes policy in industrial countries, legal and

institutional aspects of the international monetary system, public enterprise in mixed economies, taxation, inflation, and tax policies for supply side economics; more occasional papers; a *Guide to Money and Banking Statistics in IFS*; and 3 further supplements to *International Financial Statistics* on selected statistical topics.

14. Work in connection with other international organizations will involve increased collaboration with the World Bank, especially with regard to assistance to countries whose adjustment efforts have been particularly difficult. Another high priority with regard to relations with international organizations will be expanded Fund-GATT collaboration on trade matters, particularly in the form of more frequent informal contacts between the staff of the two institutions with a view to improving the trade coverage of Article IV consultations.

15. Finally, work in connection with general support services will include the continuation, albeit on a larger scale, of the major effort to strengthen the Fund's electronic data processing capability over the next three to four years. In FY 1985, it is proposed to proceed with the full-scale development of several systems started in FY 1984. The benefits anticipated from these increased efforts include: an enhanced ability on the part of economists to make analyses and simulations of a greater range of scenarios whilst in the field; a reduction in the amount of time spent by economists on routine data collection, calculations and checking; an ability to accommodate a rapidly rising volume of Fund transactions and operations; a greater facility for formulation of the Fund's operational policies and analysis of the Fund's financial position; a significant reduction in the large amount of programming time now required to maintain the Data Fund in the Bureau of Statistics; speedier handling of cable traffic; and reduced clerical and messenger time required for filing, maintenance of mailing lists and internal communications. A short account of some of the main projects planned for FY 1985 is given on page 34. Other significant activities in the general support services area will include a strengthening of the staff development function including more training particularly with regard to new office technology, and completion of the joint Fund-Bank study of the staff retirement plan. It will also feature completion of the new telephone system and office moves associated with the opening of the headquarters extension. It should be noted that growing space needs arising from the automation program and some increases in staff numbers may make it necessary during the course of the year to request Executive Board approval for the rental of additional office space.

BUDGET PROPOSALS FOR FY 1985

Staffing and Organization in FY 1985

16. As the above assessment of the Fund's work program for FY 1985 indicates, there is still a need to strengthen some of the departments which are involved in operations and relations with member countries and in the collection or analysis of external debt data. This year, it is also necessary to give emphasis to some support services which are badly in need of "catch up" assistance after several years during which they were held down so that the limited additional resources available could be used to help with critical work on operations and other member country-related matters. Support services which are particularly under stress are those relating to the expanded program of automation mentioned above and several of those provided by the Secretary's Department, particularly with regard to communications and the needs of the Executive Board. All told, the departments requested 83.5 new positions, an increase of 5.2 percent over the FY 1984 staff ceiling, including 13 at the senior level. After careful review, it is proposed that the net increase in the staff ceiling be 36 positions (2.2 percent) including 4 senior positions. These totals reflect the addition of 41 new positions, including 6 at the senior level, offset by the abolition of 5 existing positions, including 2 at the senior level. The net increase in senior positions also takes into account the temporary transfer of 3 existing senior positions between departments which is now under consideration. This proposal does not provide for possibly 3 additional positions which would be needed if the planned Fund computer center is approved. Such requirements will be presented to the Executive Board in the separate paper on the computer center to which reference has been made in paragraph 4. Finally, mention should be made of some organizational realignments, which will result in the establishment of 2 new divisions and the abolition of 2 existing divisions.

17. In terms of the Fund's eight broad programs of activity, 13 of the proposed positions are in connection with operations and relations with member countries, 4 positions are for the Fund's statistical work program, in particular the international banking and external debt statistics project, and 11.5 are for general support services including service for the Executive Board. The remaining 7.5 positions are in connection with the following work programs: 2 for general policy development and research; 4.5 for special services to member countries; and 1 for information services.

18. The proposed increase of 36 positions in FY 1985 compares with increases in the last five years as follows:

Financial Year	Staff Ceiling	Change in Ceiling ¹	Per Cent Increase
1980	1,424	+ 18	1.3
1981	1,465	+ 41	2.9
1982	1,526	+ 61	4.2
1983	1,559	+ 33	2.2
1984	1,610	+ 51	3.3
1985	1,646	+ 36	2.2

¹Includes positions added or deleted during the course of the year.

19. A summary table comparing the proposed staff ceilings for each unit of organization in FY 1985, with those in FY 1984, is shown on page 53. Comments on the additional staffing and on organizational changes are given for each unit of organization in the following paragraphs.

20. It is proposed to increase the staff of the area departments by 9, and to create one new division. In the *African Department* it is proposed to add a tenth division and 4 new positions. The new division would reduce the number of countries per division from 5.0 to 4.5, compared with 4.5 in the European and Middle Eastern Departments, 3.8 in the Asian Department, and 3.7 in the Western Hemisphere Department. The number of senior positions should be increased from 19 to 20 so as to provide for a chief for the new division. At present, the number of member countries, middle-range staff, and the average amount of travel per senior staff are all higher than in the other area departments. It is also proposed to add 2 economist positions to the present 55 on account of the heavy work load of the department, which may well increase further in FY 1985. In CY 1983 the department undertook 77 consultation, use of resources and technical assistance missions and the economist staff each averaged 3.1 business trips. Heavy pressure on the secretarial staff makes it necessary to increase the number of secretarial staff from 32 to 33, so as to maintain the present ratio of economic staff to secretaries at 2.4:1. In the *European Department* it is also proposed to add one secretarial position. The department now has 21 secretaries to give a ratio of 2.9:1 for economic staff to secretaries, which is a higher ratio than in most departments. In the *Western Hemisphere Department* it is planned to add 4 positions, of which 3 would be for economists to enable the department to intensify work on certain complex country matters. The pressure has not abated in the last year as is reflected in the fact that more than one third of the department's F-M staff lost leave at the end of 1983. The department, which presently has 45 economist positions, undertook 92 consultation and use of resource missions in 1983, to give an average of 3.2 missions per economist. Pressures on the secretarial staff, which has been reflected in a large amount of overtime, makes it necessary to recommend increasing the present total of 30 secretarial positions by one.

21. It is proposed to strengthen the functional departments with 5 new positions on account of increased demands in the areas of policy development, research, country work, and technical assistance. In the *Exchange and Trade Relations Department* it is planned to add 2 positions. The first would be for an economist to enable the Stand-By Operations Division to sustain its high level of review of reports connected with requests for and performance assessment of financial programs. The second position proposed would be to raise the number of secretarial positions from 25 to 26 on account of heavy work pressure which has been reflected in a 20 percent growth in overtime in 1983. In the *Fiscal Affairs Department* it is planned to add 3 new positions and to transfer responsibility for the department's satellite library to the Joint Library (Administration Department) together with its staff of 2, thus giving a net increase of one in the department's staff ceiling. The closer arrangement between the libraries will make for more efficient assignments of staff. One advisor position is proposed for a consultant, who is needed on an extended basis to help strengthen the department's technical assistance program. The other 2 new positions are for economists needed to meet increased demands for participation in area department missions, and to reinforce the department's own participation in technical assistance work, which has increasingly been undertaken by outside experts in the last few years. In CY 1983, the 15 senior staff and 36 economists in the department participated in 101 consultation and use of resource missions, 4 World Bank missions, and 30 technical assistance missions. The average number of missions for each economist was 3.3. In the *Research Department* it is proposed to add 2 positions. One research assistant position is for the Current Studies Division to assist with the current work on the World Economic Outlook and with the prospective bi-weekly dissemination of a circular on current economic indicators for the major industrial countries. The second position is for a secretary to be provided for the Immediate Office with a view, inter alia, to reducing the present large amount of overtime. The department presently has 18 secretarial staff for 60 economic staff. In the *Treasurer's Department* it is proposed that the work of the

Borrowed Resources and Investment Division be merged with the Operations Division for General Resources and the staff be transferred to this division also, except for one position carrying out the accounting functions which will be transferred to the Accounts and Financial Reports Division. This change in organization is being made in the light of diminished prospects for market borrowing in the near future, although preparatory work on possible market borrowing by the Fund will continue, and partly to meet the need for assistance in the Operations Division to handle a rapidly expanding work load. Further consideration would need to be given to this new organizational arrangement in the event that market borrowing by the Fund became more likely in the future. To meet increases in the operational work load, the vacant position of chief of the Borrowed Resources and Investment Division would be converted to an operations officer position.

22. It is proposed that the departments providing special services to member countries be strengthened with 2.5 additional positions. In the *Central Banking Department* an economist position would be upgraded to advisor level in order to strengthen the coordination of the technical assistance program in the external debt area which is expected to rise from 2.3 expert man-years in CY 1983 to 14.3 expert man-years in FY 1985. It is planned to raise the staff ceiling of the *IMF Institute* by 2.5 positions. An economist position would be upgraded to advisor level and a new position for clerk added in order to provide appropriate supervision and support for the Arabic language arrangement, which will generate greater work load in FY 1985 as more lecture sessions are held in Arabic in preparation for a separate Arabic course to be given for the first time in FY 1986. In addition, one economist position is needed in order to permit a reduction in the size of counselling groups and to help develop audiovisual teaching aids. It is also recommended that a half-time position for a secretary be added to relieve pressure that has built up in connection with the external training program.

23. A net increase of 4 positions is proposed for organization units which are responsible for the Fund's information and statistical services, of which 3 are for the *Bureau of Statistics*. The bureau's work on international banking and external debt statistics will continue to grow in FY 1985; accordingly, it is recommended that the number of staff working on this project (presently 1 chief, 4 economists, 2 research assistants, and 1 secretary) be increased by 4 (2 economists, 1 research assistant, and 1 secretary). In addition, one secretarial position should be provided in the Immediate Office for a temporary staff member, now provided from the Staff Contingency Fund. This position is justified by a greatly expanded work load as reflected by an average overtime, in CY 1983, of 110 hours for each secretary in this unit. The 5 additional positions are partially offset by consolidation of editorial functions which will result in the elimination of a vacant editorial officer position, which is no longer needed, and by the transfer to the Bureau of Language Services of a second editorial officer position with mainly translation functions. With regard to the organization chart, it is planned to simplify the title of the *General Economic Data Division* by renaming it the *General Economy Division*. In the *External Relations Department* it is proposed to add one position for an assistant who would give support to the officer now responsible for U.S. Congressional relations.

24. It is proposed to strengthen departments which provide general support services by creating a new division and by adding 15 positions, of which 3 are transfers from other departments as noted in paragraphs 21 and 23. In the *Administration Department* it is proposed to add 4.5 positions (including 2 transfers) and to divide the Recruiting and Training Division into 2 separate divisions—a *Recruitment Division* and a *Staff Development Division*. The new division is needed to improve work on staff development policies and operations, including staff mobility, external assignments, long-term staff appraisals and training, particularly in the area of electronic data processing. The creation of this new division will make necessary the establishment of a new chief position. An additional transportation assistant is proposed to help handle the increased volume and complexity of the Fund's travel arrangements, including supervision of a second travel agency that began operations on March 1, 1984. Since FY 1981, when the number of staff in the Transportation Section was increased to the present level of 8, the volume of Fund travel has increased by 20 percent. It is also recommended that a position for a service assistant be added to reduce an inordinate amount of overtime in supervising changes in physical arrangements of offices, and a purchasing clerk to assist in monitoring and controlling the acquisition and installation of automation equipment. As noted earlier, 2 librarians in the Fiscal Affairs Department will become part of the staff of the Joint Library. Partially offsetting these increases in the department's staff ceiling will be the elimination of positions for a messenger and a half-time clerk, which are no longer needed now that the Phase II construction is virtually completed. The *Secretary's Department* requires strengthening in a number of places in order to relieve some of the pressure which has built up as a result of the continued high level of activity of the policy-making bodies of the Fund. It is, therefore, proposed to add 6 positions to the department's staff ceiling: one position for a Coordinator for Information Access and Security in the Immediate Office to respond to growing concerns about security of information within the Fund; one editorial officer in the Executive Board Proceedings Division to maintain the effort to produce timely Executive Board minutes; a documents clerk in the Documents Preparation Unit to lessen

the increasing pressure of work as reflected in the unit's sharply increased use of overtime, totaling over half a man-year in CY 1983; 2 positions in the Communications Division, a communications assistant and a communications clerk, needed because of the increased volume of mail and cables handled by the division (in CY 1983 there was a 13 percent increase in the number of pieces of mail and a 21 percent increase in the number of cables) and the growing use of facsimile transmissions; and one position for a records officer in the Records Division to assist in the design and implementation of a number of the department's automation projects including documents storage and retrieval, documents management, and documents distribution. In the *Bureau of Computing Services* it is proposed to add one advisor position to take responsibility for special projects in the area of system security, data administration, quality assurance and project control, and to manage high priority programs such as microcomputers. In addition, 3 secretarial positions will be needed. Presently, the bureau which has only 5 secretaries for 46.5 computer systems staff, has the lowest such ratio of any department or bureau in the Fund. This increase will bring the bureau's ratio closer to the ratio in other support departments in the Fund and should reduce the large amount of overtime currently required. In the *Bureau of Language Services*, the vacant chief position resulting from the amalgamation of the two French divisions is no longer needed and, accordingly, will be abolished. This reduction will be offset by the transfer of one editorial officer position from the Bureau of Statistics, mentioned in paragraph 23. Finally, in the Office of the *Internal Auditor*, work pressure on the half-time secretary who supports all 7 audit staff in the unit makes it necessary to recommend that the position be converted to full-time status.

25. The FY 1984 revised administrative budget makes provision in the *Support Group* for 25 posts for resident representatives and advisors, including 3 positions added during the course of the year for resident positions in Peru, the Philippines, and Zambia. In FY 1985, possibly as many as 6 additional assignments, mostly in Africa, might be requested. However, given the uncertainty surrounding some of these requests, it is proposed to create only 1 additional position at this time, and make available 2 others that are temporarily closed (Egypt and El Salvador). This is on the understanding that additional positions may need to be added later in the year, as has been past practice in such circumstances. A summary list of assignments is shown on page 95. Finally, it is proposed to reduce the number of secretarial staff in the Support Group from the present ceiling of 21.5 to 21, as the use of a half-time secretary in the Group has created some problems.

Budgetary Appropriations for FY 1985

26. The proposed Administrative Budget for FY 1985 amounts to \$224.4 million. This amount does not make allowance for a possible general salary adjustment. As noted earlier, each 1 percent increase in staff salaries would add \$1.2 million on an annual basis and result in a 0.5 percent increase in total budgetary expenses. The estimate of expenses for FY 1985 is \$19.9 million, or 9.7 percent, more than the revised estimate of expenses for FY 1984 and \$31.9 million or 16.6 percent more than the original budget.¹ The following table gives a comparison of expenses over the past five years.

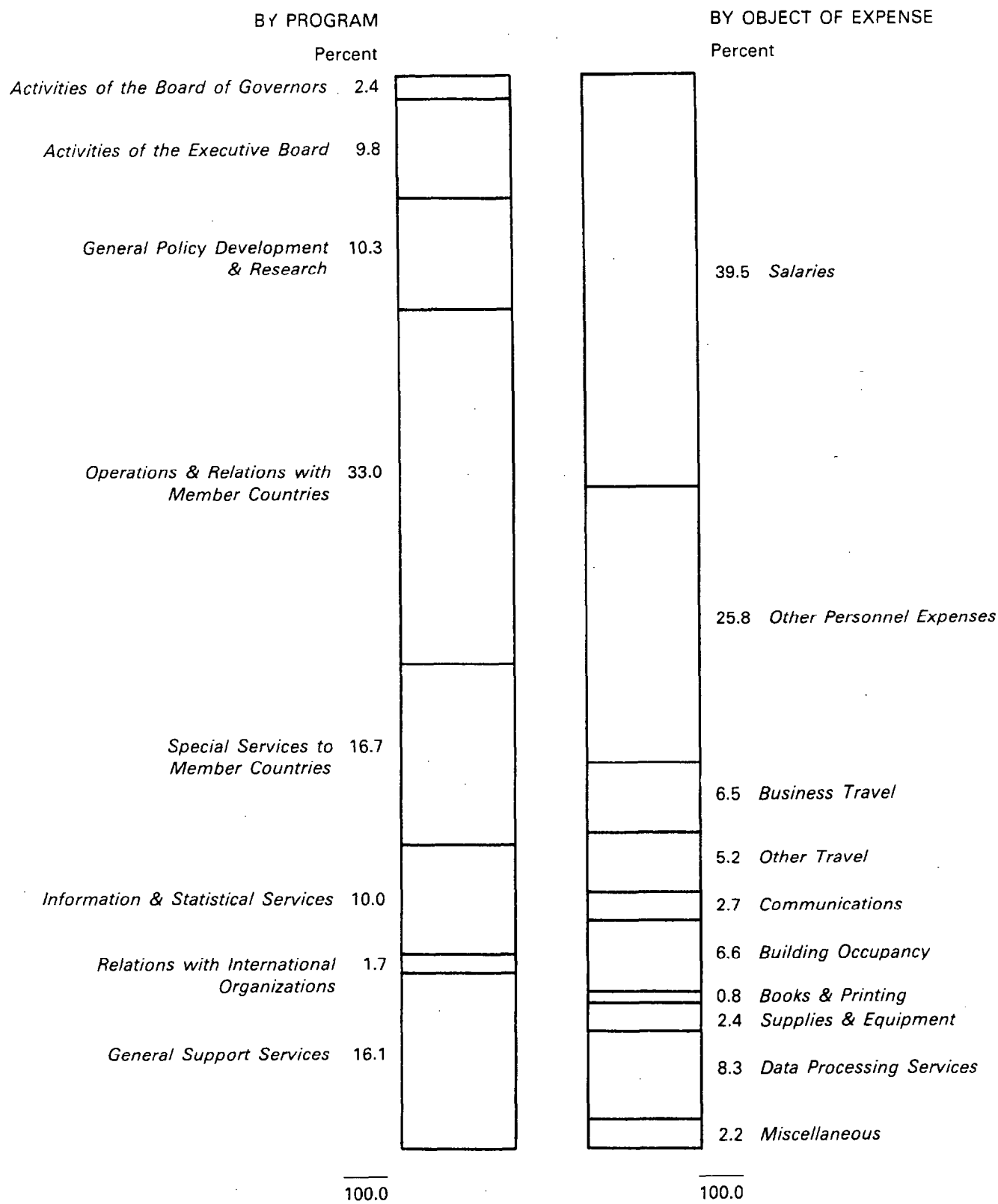
Financial Year	Original Budget			Actual Expenses*			Increase in Original Budget Over Actual Exp. in Prev. Yr.	
	Amount	Increase from Prev. Year		Amount	Increase from Prev. Year			
	\$ Million	\$ Million	Per Cent	\$ Million	\$ Million	Per Cent	\$ Million	Per Cent
1980	98.9	10.9	12.3	107.3	16.8 (6.6)	18.5	8.3	9.2
1981	125.2	26.3	26.6	128.7	21.3 (2.1)	19.9	17.9	16.7
1982	147.6	22.4	17.9	165.4	36.6 (16.6)**	28.5	18.9	14.7
1983	173.8	26.2	17.8	182.7	17.3 (6.3)	10.5	8.4	5.1
1984	192.5	18.7	10.8	204.5 (est.)	21.8 (5.7)	11.9	9.8	5.4
1985 (proposed)	224.4	31.9	16.6				19.9	9.7

*Actual expenses are higher than the original budgets mainly because general salary adjustments (GSAs) were approved by the Executive Board after the Administrative Budget had been approved. The estimated cost of the GSAs in each year is shown in parenthesis.

**Included \$7.8 million on account of the 1980 general salary adjustment for the period March 1, 1980–April 30, 1981 and \$0.4 million on account of the 1981 general salary adjustment for the period March 1, 1981–April 30, 1981.

¹ The difference in FY 1984 between the original budget and the revised estimate is on account of the 1983 general salary adjustment (\$5.7 million), and other miscellaneous expenses (\$6.3 million), including \$3.5 million for the estimated value of earned separation grants and accumulated annual leave and \$3.5 million for data processing services.

PERCENTAGE DISTRIBUTION OF ADMINISTRATIVE BUDGET FOR FY 1985
(\$224.4 million)



27. A breakdown of the proposed budget for FY 1985 by object of expense is shown in the following table, and a more detailed version appears on page 37. Similar tables analyzing the budget by program and by unit of organization are to be found on pages 17 and 52, respectively. The percentage distribution of estimated expenses in FY 1985 by object of expense and by program of activity is shown in the diagram on the preceding page.

	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	——(In thousands of U.S. dollars)——				
I. PERSONNEL EXPENSES					
A — Salaries	74,640	83,750	88,540	+ 4,790	105.7
B — Other Personnel Expenses	<u>58,589</u>	<u>57,630</u>	<u>57,950</u>	+ 320	<u>100.6</u>
Subtotal	133,229	141,380	146,490	+ 5,110	103.6
II. TRAVEL EXPENSES					
C — Business Travel	13,426	13,710	14,450	+ 740	105.4
D — Other Travel	<u>10,207</u>	<u>10,825</u>	<u>11,650</u>	+ 825	<u>107.6</u>
Subtotal	23,633	24,535	26,100	+ 1,565	106.4
III. OTHER ADMINISTRATIVE EXPENSES					
E — Communications	4,552	6,810	6,090	- 720	89.4
F — Building Occupancy	6,383	9,435	14,860	+ 5,425	157.5
G — Books and Printing	1,745	1,870	1,855	- 15	99.2
H — Supplies and Equipment	4,790	4,460	5,420	+ 960	121.5
I — Data Processing Services*	4,908	10,535	18,620	+ 8,085	176.7
J — Miscellaneous	<u>3,468</u>	<u>5,475</u>	<u>4,965</u>	- 510	<u>90.7</u>
Subtotal	25,846	38,585	51,810	+ 13,225	134.3
TOTAL	<u>182,708</u>	<u>204,500</u>	<u>224,400</u>	<u>+ 19,900</u>	<u>109.7</u>

*Data processing contractual services have been transferred from the miscellaneous category to the data processing services category in the course of FY 1984.

28. The largest factor accounting for the increase in costs in FY 1985 is the expansion of computer activities mentioned in paragraph 15, which, it is estimated, will cost \$24,870,000¹, an increase of \$8,900,000 (55.7 percent) over the cost of such activities in FY 1984. The major effort to update the Fund's computing services will be spread over several years and will, if approved, involve costs of about \$40-50 million in both FY 1986 and FY 1987. This factor along with other principal factors (i.e., those with a value of \$200,000 or more) accounting for changes in costs in FY 1985 are listed below:

	\$ Thousand
A. Additional cost for proposed new or expanded programs:	
(i) Expansion of computing activities (including 4 new staff positions)	8,900
(ii) 32 new staff positions as proposed (excluding 4 noted in item (i))	1,535
(iii) Increase in experts program from 126 man-years to 135 man-years	850
(iv) Larger Staff Contingency Fund	540
(v) Increase in resident representatives and advisors from 19 man-years to 26 man-years	375
(vi) Two percent increase in staff business travel	300
(vii) Furnishings and equipment for new Visitors' Center	240
Subtotal	12,740

¹This estimate includes \$6,250,000 for staff salaries and other personnel expenses relating to personnel costs for this activity as well as the \$18,620,000 shown for the Data Processing Services category in the preceding table.

\$ Thousand

B. Additional cost for continuing existing programs at present levels:

(viii) Merit increases and promotions for staff and assistants to Executive Directors	3,230
(ix) Higher cost for children's education allowances	200
(x) Higher estimated experience losses for the Staff Retirement Plan	604
(xi) Medical Benefits Plan: estimated impact of higher costs for medical care including cost shifting from health insurance programs of the U.S. government	490
(xii) Higher cost of settlement allowances and travel in an election year for Executive Directors	1,050
(xiii) Estimated 3 percent increase in airfares and increases in other travel costs	580
(xiv) Renovation of the Concordia apartments	4,000
(xv) Remodeling of Communications Division area	500
(xvi) Upgrading of heating, ventilation, lighting, and other electrical facilities	365
(xvii) Alterations to improve building security	300
(xviii) New and improved workstation areas to accommodate automation equipment and to make better use of office space	905
(xix) Higher cost of investment and custody services for management of assets of the Staff Retirement Plan	300
(xx) Other price increases (for labor, utilities, rental space, equipment, supplies, etc.)	800
(xxi) Lower net additional accruals for unused annual leave and separation grants	- 730
(xxii) Lower U.S. taxes and last year of transitional arrangements	- 700
(xxiii) Lower cost of funding cost-of-living supplements for the Staff Retirement Plan	- 2,586
(xxiv) New telephone system installed in FY 1984	- 1,200
(xxv) Opening of headquarters extension in FY 1984 (includes carpeting provision)	- 1,400
(xxvi) Move to new rented space in International Square building in FY 1984	- 1,300
(xxvii) Improvements to cooling tower and ventilation systems in FY 1984	- 420
(xxviii) More limited staff salary survey in FY 1985	- 725
(xxix) Completion of the data base management study in Treasurer's Department in FY 1984	- 454
Subtotal	3,809

C. Other Factors

	3,351
Total Increase	19,900

Further information can be found in the notes in the section "Budget by Object of Expense," pages 38 to 48. A table similar to the one above, giving a recapitulation of the main reasons for the increase in estimated expenses in FY 1984 compared with actual expenses in FY 1983, is shown in Appendix II, page 100.

29. During discussion of the FY 1980 Administrative budget on April 17, 1979 (EBM/79/59), some Executive Directors asked that future budget documents highlight any proposal to change monthly charges for use of the Fund's parking facility. On July 11, 1979 (EBM/79/110), the Executive Board approved a policy to set parking charges "at such a level as to equal the out-of-pocket expenses of operating the parking facilities." In the light of estimates of income and expenses for the parking facilities in FY 1984, it is proposed, in order to comply with the approved policy, that charges be raised by 8 per cent effective May 1, 1984. Parking charges were last adjusted effective May 1, 1983 when they were raised by 21.4 per cent. Details on estimated expenses and income for the parking facility are shown on page 44.

REIMBURSEMENT FOR EXPENSES OF THE SPECIAL DRAWING RIGHTS DEPARTMENT,
THE TRUST FUND, AND THE SUPPLEMENTARY FINANCING FACILITY SUBSIDY ACCOUNT

Special Drawing Rights Department

30. Under Article XX, Section 4, of the Articles of Agreement, the Fund is required to assess participating members annually in order to reimburse the General Department for the estimated costs of conducting the business of the Special Drawing Rights Department. The procedure used in FY 1983 to estimate these costs has again been used in FY 1984. Costs are estimated on the basis of the time spent on

Special Drawing Rights Department business by the Executive Board, the management and the staff of the five units of organization mainly concerned—the Legal, Research, Secretary's, and Treasurer's Departments and the Bureau of Computing Services. The direct costs of cables and electronic data processing are added to the costs attributable to salaries and benefits. General miscellaneous and overhead costs incurred by the Fund are estimated on the basis of the ratio of Special Drawing Rights Department-related costs of salaries, benefits, and travel of Executive Directors and staff to the Fund-wide costs for these items. Based on this procedure, the administrative costs of conducting the business of the Special Drawing Rights Department in FY 1984 would be SDR 3.0 million. In accordance with past practice, this assessment would be levied as a flat percentage of each member's allocation of SDRs. The proposed percentage is 0.013997 per cent. A draft decision to that effect is proposed for adoption by the Executive Board and will be found on page 13.

31. Following the procedure outlined above, the cost of conducting the business of the Special Drawing Rights Department for FY 1985 is expected to be about SDR 3.3 million. This estimate will be reviewed at about this time next year, and a final assessment for FY 1985 will be proposed for the approval of the Executive Board as part of the FY 1986 budget document.

Trust Fund

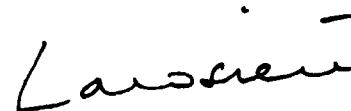
32. Section III, paragraph 3, of the Trust Fund Instrument provides for the annual reimbursement of the General Department for the estimated costs of conducting the business of the Trust Fund. Following the termination of the Trust Fund at the end of FY 1981, there were a few residual items remaining to be dealt with in subsequent years, e.g., arranging for the collection of interest on outstanding Trust Fund loans. In FY 1983, the cost of these activities was less than SDR 50,000, and it was decided that this relatively small amount should be absorbed by the General Resources Account. In FY 1984, the cost of these activities is estimated to be less than SDR 50,000, and it is again proposed that the amount be absorbed by the General Resources Account. The expenses in FY 1985 are estimated to be small as well.

SFF Subsidy Account

33. The Supplementary Financing Facility Subsidy Account was established in December 1980 and the subsidy payments commenced in December 1981. Section 15 of the Instrument establishing the account provides that the Fund shall be compensated for the expense of carrying out the business of the account, equivalent to one-thousandth per annum of the value of resources in the account at the end of each financial year. The resources that are attributable to donations made to the Account under Section 3 are not to be included in the total resources for purposes of making the assessment of compensation of expenses. No assessments were made with respect to FY 1981 and FY 1982 as the SFF Subsidy Account held no assessable resources as of April 30, 1981 and as of April 30, 1982. The resources as of April 30, 1983 amounted to SDR 21 million, yielding an assessment of SDR 21,000 which was absorbed by the General Resources Account. The resources to be held in the account as of April 30, 1984 are estimated to be about SDR 100 million, which yields an assessment of SDR 100,000. In view of the negligible costs directly attributable to the SFF Subsidy Account, it is again proposed that these costs be absorbed by the General Resources Account in FY 1984. The expenses in FY 1985 are also estimated to be relatively small.

DRAFT DECISION

34. The draft decision relating to the Administrative Budget for FY 1985 (page 12) and an assessment for the expenses of the Special Drawing Rights Department (page 13) are proposed for adoption by the Executive Board.



J. de Larosière
Managing Director

March 1984

DRAFT DECISION RELATING TO THE BUDGET ESTIMATES
FOR FINANCIAL YEAR 1985

1. Appropriations for the financial year 1985 are approved in total amount of \$224,400,000. The amount will apply to the various categories of expense as follows:

I. PERSONNEL EXPENSES

A — Salaries	\$ 88,540,000
B — Other Personnel Expenses	57,950,000

II. TRAVEL EXPENSES

C — Business Travel	14,450,000
D — Other Travel	11,650,000

III. OTHER ADMINISTRATIVE EXPENSES

E — Communications	6,090,000
F — Building Occupancy	14,860,000
G — Books and Printing	1,855,000
H — Supplies and Equipment	5,420,000
I — Data Processing Services	18,620,000
J — Miscellaneous	4,965,000
	<u>\$224,400,000</u>

2. Commitments may be made for each lettered Category A-J up to the amount indicated above. Any commitment going beyond the total approved for each category will be submitted to the Executive Board for approval.

3. The total staff ceiling of 1,646 and its distribution by departments, bureaus and offices as set forth in the budget on page 53 are approved and shall not be exceeded without prior approval of the Executive Board.

DRAFT DECISION RELATING TO AN ASSESSMENT UNDER
ARTICLE XX, SECTION 4, IN RESPECT
OF FINANCIAL YEAR 1984

As provided in Article XVI, Section 2, of the Articles of Agreement, the expenses of conducting the business of the Special Drawing Rights Department shall be paid by the Fund from the General Department, which shall be reimbursed from time to time by assessments under Article XX, Section 4, made on the basis of a reasonable estimate of such expenses. For the purpose of such reimbursements, Article XX, Section 4, provides that the Fund shall levy assessments at the same rate for all participants on their net cumulative allocations. Rule T-2 of the Rules and Regulations provides that assessments shall be levied promptly as of the end of each financial year of the Fund.

The following draft decision on a matter pertaining to the General and the Special Drawing Rights Departments is proposed for adoption by the Executive Board:

Pursuant to Article XVI, Section 2, and Article XX, Section 4, of the Articles of Agreement, and Rule T-2 of the Fund's Rules and Regulations, it is decided that:

- (i) The General Department shall be reimbursed for the expenses of conducting the business of the Special Drawing Rights Department for the period from May 1, 1983 to April 30, 1984, and
- (ii) An assessment shall be levied on all participants in the Special Drawing Rights Department. The special drawing rights holdings accounts of participants shall be debited on April 30, 1984 with an amount equal to 0.013997 per cent of their net cumulative allocations of special drawing rights. The total assessment shall be paid into the General Department.

Administrative Budget for FY 1985

BUDGET BY PROGRAM

FY 1985 BUDGET BY PROGRAM

This section of the budget document reviews the proposed budget in terms of the Fund's 8 broad programs of activity. It begins with 2 summary tables (A and B) showing total costs and manpower utilization by program. The second part of the section consists of descriptive paragraphs on each program of activity, including tables on costs, manpower, and, for some programs, selected indicators of activity. Indicators of activity should be treated with caution. Much of the Fund's work is not easily quantified, and therefore the indicators may not be fully representative of work loads, productivity, or quality of work. Some program statements are supported by supplementary tables, which break the total cost down by sub-programs.

(A) Cost of Programs

(In thousands of U.S. dollars)

Program	FY 1983 Actual	FY 1984 Estimate	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
1. Activities of the Board of Governors	5,700	5,277	5,410	+ 133	102.5
2. Activities of the Executive Board	19,585	20,175	21,980	+ 1,805	108.9
3. General Policy Development and Research	20,275	22,042	23,165	+ 1,123	105.1
4. Operations and Relations with Member Countries	57,949	69,036	73,960	+ 4,924	107.1
5. Special Services to Member Countries	29,347	31,660	37,520	+ 5,860	118.5
6. Information and Statistical Services	19,214	20,176	22,360	+ 2,184	110.8
7. Relations with International Organizations	4,325	3,778	3,915	+ 137	103.6
8. General Support Services	26,313	32,356	36,090	+ 3,734	111.5
TOTAL	182,708	204,500	224,400	+ 19,900	109.7

(B) Manpower Utilization by Program

(Expressed in paid man-years)

Program	FY 1983 Actual	FY 1984 Estimate	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
1. Activities of the Board of Governors	39	41	41	—	100.0
2. Activities of the Executive Board	211	219	224	+ 5	102.3
3. General Policy Development and Research	222	227	234	+ 7	103.1
4. Operations and Relations with Member Countries	577	642	664	+ 22	103.4
5. Special Services to Member Countries	291	302	318	+ 16	105.3
6. Information and Statistical Services	201	205	212	+ 7	103.4
7. Relations with International Organizations	39	37	38	+ 1	102.7
8. General Support Services	369	382	394	+ 12	103.1
TOTAL	1,949	2,055	2,125	+ 70	103.4

¹Total manpower is made up as follows in FY 1985 (FY 1984): Executive Directors, their Alternates, Advisors, and assistants: 180 (178) man-years; staff, including the Economist Program, temporary assistance, and paid overtime: 1,798 (1,741) man-years; technical assistance experts and consultants: 147 (136) man-years. Increased manpower in FY 1985 is attributable to new staff positions (36), increased overtime (2), more experts and consultants (11), an increase in temporary staff and in assistance provided by companies on a contract basis (16), and an anticipated reduction in vacancies (5).

FY 1985 BUDGET BY PROGRAM

1. Activities of the Board of Governors

	FY 1983 Actual	FY 1984 Estimate	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
Salaries	1,475	1,702	1,732	+ 30	101.8
Other personnel expenses	825	841	810	- 31	96.3
Business travel	2,512	1,380	1,450	+ 70	105.1
Other travel	81	123	112	- 11	91.1
Data processing services	52	111	115	+ 4	103.6
Other administrative expenses	755	1,120	1,191	+ 71	106.3
Total	5,700	5,277	5,410	+ 133	102.5
B. Number of Paid Man-Years	39	41	41	—	100.0

This program includes the Annual Meeting of the Board of Governors; the meetings of the Interim and Development Committees; and the Executive Secretary of the Development Committee. With the exception of the Interim Committee, expenses for this program are shared with the World Bank and only the Fund's share of the cost is shown in this document. The costs of the Interim Committee meetings are borne fully by the Fund. It should be noted that the costs of this program differ from those for the Board of Governors on page 52 in the section "Budget by Unit of Organization," because the estimated costs of staff and Executive Directors' travel and staff support related to these activities are included in this program, whereas in the section "Budget by Unit of Organization," such costs are shown against Executive Directors and the departments of the staff concerned.

As the next Annual Meeting will be held in Washington and will be essentially the same as the one held in FY 1984, the increase in estimated costs for FY 1985 is due almost entirely to anticipated higher prices, including airfares for Governors attending the Annual Meeting.

The proposed budget for the Interim and Development Committees is based on the assumption that there will be 2 meetings in FY 1985, both to be held in Washington. The budget estimates for the Development Committee Executive Secretary provide, as in FY 1984, for the costs of the Executive Secretary and 1 secretarial assistant.

FY 1985 BUDGET BY PROGRAM

1. Activities of the Board of Governors

Supplementary Tables on Sub-Programs

1.1. ANNUAL MEETING¹

	FY 1983 Actual	FY 1984 Estimate	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
I. PERSONNEL EXPENSES					
Direct costs	344	355	350	- 5	98.6
Allocated costs of support staff	1,808	1,958	1,953	- 5	99.7
II. TRAVEL EXPENSES					
Governors	1,128	1,305	1,355	+ 50	103.8
Executive Directors and assistants	183	—	—	—	—
Staff	548	163	171	+ 8	104.9
III. OTHER ADMINISTRATIVE EXPENSES					
Data processing services	52	111	115	+ 4	103.6
Other direct costs	247	647	704	+ 57	108.8
Allocated office expenses of support staff	277	410	420	+ 10	102.4
TOTAL	4,587	4,949	5,068	+ 119	102.4
B. Number of Paid Man-Years	37	39	39	—	100.0

1.2. INTERIM AND DEVELOPMENT COMMITTEES AND OTHER GROUPS¹

A. Costs (in thousands of U.S. dollars)					
I. PERSONNEL EXPENSES	148	230	239	+ 9	103.9
II. TRAVEL EXPENSES					
Governors	38	30	33	+ 3	110.0
Executive Directors and assistants	339	1	—	- 1	—
Staff	357	4	3	- 1	75.0
III. OTHER ADMINISTRATIVE EXPENSES	231	63	67	+ 4	106.3
TOTAL	1,113	328	342	+ 14	104.3
B. Number of Paid Man-Years	2	2	2	—	100.0

¹Costs of the Annual Meeting and the Development Committee are shared with the World Bank. Only the Fund's share is shown in these tables.

FY 1985 BUDGET BY PROGRAM

2. Activities of the Executive Board

	FY 1983 Actual ¹	FY 1984 Estimate ¹	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
Salaries	8,518	9,330	9,652	+ 322	103.5
Other personnel expenses	5,817	5,204	5,478	+ 274	105.3
Business travel	1,019	1,230	1,300	+ 70	105.7
Other travel	1,554	882	1,604	+ 722	181.9
Data processing services	56	120	179	+ 59	149.2
Other administrative expenses	2,621	3,409	3,767	+ 358	110.5
Total	19,585	20,175	21,980	+ 1,805	108.9
B. Number of Paid Man-Years²	211	219	224	+ 5	102.3
C. Selected Indicators of Activity					
Documents received	3,577	3,700			
Executive Board sessions	211	203			
Hours at sessions	511	501			
Decisions taken	520	614			

¹Indicators of activity are for calendar years 1982 and 1983.

²Includes time of Executive Directors, their Alternates, Advisors, and assistants (165 man-years in FY 1983, 178 man-years in FY 1984, and 180 man-years in FY 1985).

This program covers the activities of the Executive Board. An exception is that travel costs relating to the Annual Meeting and to meetings of the Interim and Development Committees are charged to "Activities of the Board of Governors." It should also be noted that the costs of the program "Activities of the Executive Board" include the cost of administrative support provided by staff. Consequently, they differ from those shown for the Executive Board on page 52 in the section "Budget by Unit of Organization." In that section, the costs of staff and other resources are shown against the units responsible for those resources, i.e., the cost of staff support to Executive Directors is shown against the departments of the staff concerned, and travel of Executive Directors to the Annual Meeting and to meetings of the Interim and Development Committees is shown against the Executive Board.

The Executive Directors are involved in review, discussion, and decision making with regard to the 6 programs which follow. In pursuit of these tasks, the Executive Directors met in 203 sessions in 1983 (211 in 1982), including informal sessions, seminars, and meetings of the Committee of the Whole. In aggregate, these sessions amounted to 501 (511) hours, distributed as follows: policy matters 200 (220) hours, country items 273 (261) hours, administrative matters 12 (9) hours, and Annual Report 16 (21) hours. In addition, there were 5 (11) meetings of the Board's standing committees, ad hoc committees, and the Pension Committee. Executive Directors attended 11 (10) sessions of the Interim and Development Committees. A substantial number of Executive Directors also participated in 3 (3) sessions of the Ministers of the Group of Twenty-Four and 11 (8) sessions of the Deputies of the Group of Twenty-Four. In 1983, Executive Directors made 285 (246) business trips abroad and 54 (29) trips within the United States.

FY 1985 BUDGET BY PROGRAM

3. General Policy Development and Research

	FY 1983 Actual ¹	FY 1984 Estimate ¹	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
Salaries	8,686	9,625	10,162	+ 537	105.6
Other personnel expenses	7,027	6,773	6,658	- 115	98.3
Business travel	638	535	550	+ 15	102.8
Other travel	820	836	797	- 39	95.3
Data processing services	667	1,431	2,042	+ 611	142.7
Other administrative expenses	2,437	2,842	2,956	+ 114	104.1
Total	20,275	22,042	23,165	+ 1,123	105.1
B. Number of Paid Man-Years	222	227	234	+ 7	103.1
C. Selected Indicators of Activity					
Policy papers for Board discussion	85	94			
Research papers	60	62			

¹Indicators of activity are for calendar years 1982 and 1983.

This program covers the preparation and review of substantive policy and related papers, the World Economic Outlook and other periodic reports, and research studies directed toward improving knowledge in particular areas of Fund interest, including studies on subjects that relate to individual countries. The major part of the work load in this area is carried by the Exchange and Trade Relations, Fiscal Affairs, Legal, Research, and Treasurer's Departments, although several other departments are also involved.

In calendar year 1983, the activities related to policy development continued at a high level. Work in the policy area included the production of 94 policy papers (85 in 1982). These papers were augmented by 37 (41) supplements and 9 (19) revisions. Throughout the year, the work load in the area of policy development was marked by activities aimed at strengthening the Fund's financial resources in order to meet the sharply increased demands of members for Fund financing in support of adjustment policies. Much of this work centered on the completion of the Eighth General Review of Quotas and the revision and enlargement of the General Arrangements to Borrow (GAB), both of which came into effect toward the end of the year, and on negotiations of new borrowing arrangements. Other policy matters that required considerable attention included (i) the policy on enlarged access to the Fund's resources and its financing; (ii) continuing reviews of the Fund's income and liquidity position and financing needs; (iii) a review of the level of the Fund's reserves, the methods of setting the Fund's charges and of the rate of remuneration; (iv) a review of certain aspects of the Fund's policy on compensatory financing; (v) Fund policies and external debt servicing problems of member countries; (vi) a review of recent upper credit tranche stand-by arrangements; and (vii) various SDR matters, including further steps to improve the characteristics and usability of the SDR. In FY 1985, the high level of activity with regard to policy development is likely to continue. Attention will be focused on systemic questions relating to the international monetary system, issues concerning adjustment programs, the financing needs of the Fund, the review of the policy on enlarged access to Fund resources, the issue of overdue payments and the failure of members to meet their financial obligations to the Fund on time, the policy aspects of external indebtedness, analyses of issues in connection with the implementation of surveillance of exchange rates, and the continuing efforts to improve the attractiveness of the SDR.

In 1983, the work related to the World Economic Outlook included 5 (4) papers in preparation for 14 (10) sessions of the Executive Board and the Interim Committee. During the year, a total of 38 (36) man-years of staff time, including 17 (17) man-years in the Research Department and 16 (17) man-years in the area departments, was devoted to this work at an estimated total cost, including personnel and other administrative expenses, of \$4,000,000 (\$3,300,000 in 1982). In FY 1985, the program of work on the World Economic Outlook, which will give special attention to the medium-term evaluation of the external debt situation and the interaction of countries' policies, will be at least as heavy and include again the preparation of a staff report for publication. Other periodic reports include those on balance of payments, gold, exchange markets, exchange rate changes and related variables, and the financial position of the Fund.

3. General Policy Development and Research

In 1983, the work related to research activities included production of 62 (60) research papers. Some of the more significant subjects studied related to the functioning of the exchange rate system, including a comprehensive evaluation of the present system and its evolution and a study of the effects of exchange rate volatility on international trade. Other policy-related research focused on balance of payments adjustment and external indebtedness, external debt management and debt restructuring, exchange rate arrangements and policies, the functioning of international financial markets, developments and prospects in international capital markets, interest rate policies in developing countries, special adjustment problems in planned economies, policy problems associated with inflation, and various fiscal policy matters. During the coming year, emphasis will continue to be given to research on questions immediately related to policy matters and current problems. Considerable staff attention will be given to further research related to surveillance of exchange rates and associated policies, a review of stand-by and extended arrangements, international banking and external debt matters, studies on the design of financial programs and the global effects of Fund programs, the Fund's approach to centrally planned economies, and studies in support of the work of the Development Committee.

Attendance at professional conferences and seminars continued to represent an important element of the Fund's research and analysis program by offering staff members an opportunity to keep abreast of developments in universities and other research institutions and by allowing staff to disseminate outside the results of research studies produced in the Fund. A highlight of work in this area was the Fund Conference on International Money, Credit, and the SDR which was held in Washington in March 1983. During the year, staff made 56 (47) trips abroad and 54 (56) trips within the United States in connection with attendance at professional conferences and seminars.

FY 1985 BUDGET BY PROGRAM

4. Operations and Relations with Member Countries

	FY 1983 Actual ¹	FY 1984 Estimate ¹	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
Salaries	23,332	27,799	29,366	+ 1,567	105.6
Other personnel expenses	19,533	20,338	20,304	- 34	99.8
Business travel	7,210	8,533	9,040	+ 507	105.9
Other travel	2,344	2,519	2,560	+ 41	101.6
Data processing services	1,440	3,090	5,537	+ 2,447	179.2
Other administrative expenses	4,090	6,757	7,153	+ 396	105.9
Total	57,949	69,036	73,960	+ 4,924	107.1
B. Number of Paid Man-Years	577	642	664	+ 22	103.4
C. Selected Indicators of Activity					
Missions					
Consultation missions	107	129	135	+ 6	104.7
Use of resources missions combined with consultation missions above	[45]	[53]			
Additional use of resources missions	119 ²	168	175	+ 7	104.2
New stand-by and extended arrangements					
Stand-by arrangements	21	30			
Extended arrangements	2	5			
Countries using Fund resources					
Countries drawing in credit tranches	32	44			
Countries drawing under special facilities	32	42			
Papers on country operations²	271	309			

¹Indicators of activity are for calendar years 1982 and 1983.

²Including reports on consultation discussions, recent economic developments, and requests for and reviews of use of Fund resources.

This program covers regular Article IV consultation missions and other country missions; use of the Fund's general resources; country work in connection with the Special Drawing Rights Department, the Subsidy Account, and the Supplementary Financing Facility Subsidy Account; and the general process of analyzing and keeping abreast of developments in member countries.

In CY 1983, the number of member countries remained at 146. It is expected that there will be a small increase in membership in FY 1985.

There were 129 Article IV consultation missions in 1983 (107 in 1982). On average, consultation missions consist of 5.6 staff members, including a secretary, and last about 3 weeks, including travel time. The present average cost of a consultation mission is estimated at about \$135,000, compared with \$130,000 a year ago. These cost estimates include, in addition to travel expenses, the costs of salaries, benefits, and overhead, and make provision for the time spent on mission as well as for the time spent on preparation before the mission and the writing of the consultation reports afterwards. They do not include the time of the Executive Board. Consultations form an essential component of the Fund's work and are the principal instrument in the surveillance of exchange rate policies. Considerable efforts have been made to move to an annual consultation cycle for most member countries and in CY 1983 the coverage of Fund membership rose to 80 percent from 57 percent in 1982. It is estimated that there will be some 135 missions in FY 1985. In order to maintain this level of consultation work and to absorb a possible increase in the number of requests for use of Fund resources, it would be useful to continue to combine staff reports with requests for use of Fund resources in some cases. The work load at headquarters in connection with surveillance activities will also be at a high level, as the efforts

FY 1985 BUDGET BY PROGRAM

4. Operations and Relations with Member Countries

to assess the medium-term outlook of external indebtedness will be continued and greater emphasis will be placed on the reporting of the impact of trade policy changes and on the evolution of exchange rates.

In 1983, there were 168 missions (119 in 1982) conducted solely for the discussion of use of Fund resources. Fifty-three (45) regular Article IV consultation missions (or 41 percent of the total) were also concerned with the use of Fund resources. In addition to these missions, 24 (25) major negotiations for the use of Fund resources were held at headquarters. The prospect for FY 1985 is that some additional arrangements may be concluded especially with African countries and that, in all, the number of countries with a financial arrangement with the Fund may increase slightly. In addition, the trend observed in the last two years to more frequent periodic reviews and a growing complexity in the negotiation process, to take into account other lenders' involvement and the viability of the balance of payments position in the medium term, is likely to continue.

In 1983, new stand-by arrangements became effective for 30 (21) member countries, while 22 (19) arrangements expired or were canceled during the year. Thus, the number of stand-by arrangements in effect at the end of 1983 increased to 33 from 25 at the end of 1982. The number of arrangements under the extended Fund facility increased to 10 at the end of 1983 from 7 a year earlier. The total amount approved under the 43 arrangements in effect at the end of 1983 was SDR 22.9 billion (SDR 17.5 billion at the end of 1982¹), with an undrawn balance of SDR 12.4 billion at the end of the year (SDR 11.1 billion at the end of 1982¹). New commitments under stand-by and extended arrangements, amounted to SDR 11.2 billion as compared with SDR 6.5 billion¹ during 1982.

The number of countries that used the Fund's resources in 1983, excluding reserve tranche purchases, was 60, compared with 53 in 1982. Use of the Fund's resources was as follows: 44 (32) member countries made drawings in the credit tranches (most of them under stand-by arrangements), 23 (23) drew under the compensatory financing facility, 10 (6) drew under the extended Fund facility, and 9 (6) drew under the buffer stock financing facility.

Reflecting the financial difficulties of some of the largest debtors, drawings on Fund facilities reached a new high of SDR 12.6 billion in 1983 (SDR 7.4 billion in 1982). As repurchases by members amounted to SDR 2.0 billion in 1983 (SDR 1.8 billion in 1982), the net use of Fund credit totaled SDR 10.6 billion, surpassing the previous high of SDR 5.6 billion in 1982. It is expected that in FY 1985 the Fund's financial operations and transactions will continue to increase on account of both disbursements of resources and a rising volume of repurchases and repayments of Trust Fund loans.

The number of Fund resident representative and advisor posts budgeted for FY 1985 is 26, one more than the present ceiling. Included are 3 unassigned positions to provide for some new posts which may be requested. The planned country assignments of positions are shown on page 95. In FY 1984, it is estimated that resident representatives and advisors will have spent 19 man-years in the field at a total cost to the Fund, including salaries, allowances, and travel and other expenses, of \$3,420,000. In FY 1985, it is estimated that there will be 26 man-years in the field at a total cost to the Fund of \$4,810,000. It should be noted that part of the activities of resident representatives and advisors is related and charged to the program "Special Services to Member Countries," discussed on the next page.

¹Includes the Extended Fund Facility arrangement with Mexico for SDR 3.4 million which was approved on December 23, 1982 and became effective January 1, 1983.

FY 1985 BUDGET BY PROGRAM

5. Special Services to Member Countries

	FY 1983 Actual ¹	FY 1984 Estimate ¹	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
Salaries	12,805	14,102	15,280	+ 1,178	108.4
Other personnel expenses	9,179	9,162	9,609	+ 447	104.9
Business travel	1,197	1,117	1,180	+ 63	105.6
Other travel	3,686	4,244	4,465	+ 221	105.2
Data processing services	58	124	236	+ 112	190.3
Other administrative expenses	2,422	2,911	6,750	+3,839	231.9
Total	29,347	31,660	37,520	+5,860	118.5
B. Number of Paid Man-Years²	291	302	318	+ 16	105.3
C. Selected Indicators of Activity					
Man-years of assistance by outside experts	109	120	135	+ 15	112.5
Technical assistance missions by staff	132	127	132	+ 5	103.9
IMF Institute participants trained	423	412	405	- 7	98.3
Participant-weeks of training ³	4,119	4,098	3,821	- 277	93.3

¹Indicators of activity are for calendar years 1982 and 1983.

²Includes time of technical assistance experts.

³Excludes external training program.

This program covers the provision of technical assistance in the central banking, fiscal, balance of payments, and statistical fields. This work is performed by outside experts and Fund staff working at headquarters and in the field. In addition, assistance is provided through the training program of the IMF Institute, together with the program of special appointees.

In calendar year 1983, the Fund provided 203 experts (181 in 1982) to 70 (70) countries and 2 (2) regional organizations. Total assistance amounted to 120 (109) man-years, of which central bank experts provided 88 (77) and fiscal experts 32 (32). It is expected that 135 man-years of assistance will be provided in FY 1985: 98 by central bank experts and 37 by fiscal experts. The increase in central banking expert assistance in 1983 reflected the start-up of technical assistance in the external debt area. This work, which involved 2.3 man-years of expert assignments to 8 countries in 1983, is expected to increase to 14.3 man-years of assistance to over 20 countries in FY 1985.

There were 55 technical assistance missions by staff in calendar year 1983, compared with 61 in 1982, which were carried out by the Fiscal Affairs Department, the Central Banking Department, and the Legal Department, in collaboration with other concerned departments. In addition, staff of the Bureau of Statistics undertook 72 missions (71 in 1982) to provide technical assistance in the various fields of statistics. Staff of the bureau also assisted in 3 (2) statistical seminars organized by 3 (2) member governments or regional organizations. In addition, 6 (10) officials from countries or regional organizations visited the bureau for training in statistics. A rise in the number of technical assistance missions is expected in FY 1985, in the face of an anticipated increase in demands by member countries. Emphasis will be placed on providing assistance to newer member countries and those using Fund resources, especially through efforts to improve the currentness and coverage of data.

In CY 1983, the IMF Institute, in cooperation with other departments, gave 2 courses on Techniques of Economic Analysis (2 in 1982), 2 (2) courses on Financial Analysis and Policy, 2 (2) courses on Financial Programming and Policy, 2 (2) courses on Balance of Payments Methodology, 2 (2) courses on Public Finance, and 1 (1) course on Government Finance Statistics. In addition, the Institute presented 2 (3) seminars at headquarters: 1 on The Role of the Fund in the International Monetary System, and 1 on Central Banking. A total of 412 (423) participants attended the Institute programs, or an average of 32 (30) per program. Under a special arrangement for Arabic participants, translation and interpretation services were provided for 14 (7) participants who attended the Financial Analysis and Policy course and the Techniques of Economic Analysis course in English. In addition, there was a short program of individual study for 1 special participant (2 in 1982). The Institute also conducted 2 (2) external seminars in member countries on Analytical

FY 1985 BUDGET BY PROGRAM

5. Special Services to Member Countries

Methods and Country Policy Issues and 1 (0) external course on Banking and Monetary Policy. The program planned for FY 1985 encompasses 10 courses and 2 seminars at headquarters and 4 seminars overseas. The seminars at headquarters will be (i) another presentation of The Role of the Fund in the International Monetary System, and (ii) a new one on External Debt Management, which will be conducted by the Central Banking Department and the IMF Institute in cooperation with other departments. During the year, the Institute will begin preparatory work for a separate Arabic course which would be offered for the first time in FY 1986. Consideration will also be given to the development of additional special training programs in the area of statistics.

The special appointees program provides supplementary training in Fund departments for a limited number of former IMF Institute participants upon the request of their governments. There will have been 5 special appointees in FY 1984. In FY 1985, provision will be made for the same number, including 3 continuing from FY 1984.

The higher cost in FY 1985 of special services to member countries will result mainly from (i) increases in the number and unit cost of outside experts, and (ii) the one-time cost of the renovation of the Concordia/Bond apartment complex which provides housing accommodations for IMF Institute participants. The cost to the Fund of an expert man-year will rise from \$86,800 in FY 1984 to \$89,200 in FY 1985, reflecting the higher cost of allowances and travel expenses for experts. In the IMF Institute, the cost per participant day will rise from \$373 to \$377 between FY 1984 and FY 1985. These figures do not take account of the above mentioned capital cost of renovating and remodeling the Concordia/Bond apartments.

FY 1985 BUDGET BY PROGRAM

5. Special Services to Member Countries

Supplementary Tables on Sub-Programs

5.1 TECHNICAL ASSISTANCE EXPERTS

	FY 1983 Actual	FY 1984 Estimate	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
I. PERSONNEL EXPENSES					
Salaries of staff	999	1,310	1,353	+ 43	103.3
Salaries of experts	5,862	6,900	7,610	+ 710	110.3
Other personnel expenses of staff	812	938	896	- 42	95.5
Other personnel expenses of experts	2,239	2,422	2,666	+ 244	110.1
Subtotal	9,912	11,570	12,525	+ 955	108.3
II. TRAVEL					
Travel of staff	194	192	188	- 4	97.9
Travel of experts	1,530	1,598	1,755	+ 157	109.8
Subtotal	1,724	1,790	1,943	+ 153	108.5
III. OTHER ADMINISTRATIVE EXPENSES					
Data processing services	21	43	53	+ 10	123.3
Other support costs	279	426	424	- 2	99.5
Subtotal	300	469	477	+ 8	101.7
NET TOTAL COSTS TO FUND	11,936	13,829	14,945	+ 1,116	108.1
Additional costs contributed by host countries ¹	1,600	1,850	2,050	+ 200	110.8
B. Number of Paid Man-Years	139	157	166	+ 9	105.7

5.2. STAFF TECHNICAL ASSISTANCE²

A. Costs (in thousands of U.S. dollars)					
Salaries	2,814	2,383	2,575	+ 192	108.1
Other personnel expenses	2,744	2,299	2,500	+ 201	108.7
Business travel	891	887	935	+ 48	105.4
Other travel	470	428	592	+ 164	138.3
Data processing services	—	—	—	—	—
Other administrative expenses	777	543	590	+ 47	108.7
TOTAL	7,696	6,540	7,192	+ 652	110.0
B. Number of Paid Man-Years	67	54	57	+ 3	105.6

¹Includes cash contributions and estimated value of free housing and local transportation facilities.

²Includes part of the cost of resident representatives and advisors.

FY 1985 BUDGET BY PROGRAM

5. Special Services to Member Countries

Supplementary Tables on Sub-Programs

5.3. IMF INSTITUTE TRAINING PROGRAM

	FY 1983 Actual	FY 1984 Estimate	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
I. PERSONNEL EXPENSES					
Salaries of staff	3,130	3,509	3,742	+ 233	106.6
Other personnel expenses of staff	2,513	2,538	2,537	- 1	100.0
Living allowances and other personnel expenses of participants	871	965	1,010	+ 45	104.7
Subtotal	6,514	7,012	7,289	+ 277	104.0
II. TRAVEL EXPENSES					
Travel of staff	452	486	475	- 11	97.7
Travel of participants	1,346	1,770	1,700	- 70	96.0
Subtotal	1,798	2,256	2,175	- 81	96.4
III. OTHER ADMINISTRATIVE EXPENSES					
Data processing services	37	81	183	+ 102	225.9
Expenses attributable to staff	783	997	1,097	+ 100	110.0
Expenses attributable to participants	583	945	4,639 ¹	+ 3,694	490.9
Subtotal	1,403	2,023	5,919	+ 3,896	292.6
TOTAL	9,715	11,291	15,383	+ 4,092	136.2
B. Number of Paid Man-Years	85	91	95	+ 4	104.4

¹Includes estimated cost of renovating the Concordia apartments.

FY 1985 BUDGET BY PROGRAM

6. Information and Statistical Services

	FY 1983 Actual ¹	FY 1984 Estimate ¹	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
Salaries	7,245	7,616	8,076	+ 460	106.0
Other personnel expenses	5,898	5,488	5,437	- 51	99.1
Business travel	258	193	200	+ 7	103.6
Other travel	737	795	762	- 33	95.8
Data processing services	920	1,982	3,206	+ 1,224	161.8
Other administrative expenses	4,156	4,102	4,679	+ 577	114.1
Total	19,214	20,176	22,360	+ 2,184	110.8
B. Number of Paid Man-Years	201	205	212	+ 7	103.4
C. Selected Indicators of Activity					
Statistical time series maintained (thousand)	432	550	625	+ 75	113.6
Titles published	44	44	51	+ 7	115.9
Volumes/issues published	223	230	247	+ 17	107.4
Press releases	100	97	105	+ 8	108.2

¹Indicators of activity are for calendar years 1982 and 1983.

This program includes the Fund's publications; various information services, such as press conferences, press releases, press briefings, speeches, lectures, and seminars; and the development, collection, and maintenance of statistics for the Data Fund.

The Fund's publications program has several aspects. First, there are official reports and records, such as the *Annual Report of the Executive Board*; *Summary Proceedings*; the *Annual Report on Exchange Arrangements and Exchange Restrictions*; and *Selected Decisions of the International Monetary Fund*. Second, there are 4 periodic statistical publications: *International Financial Statistics*, *Direction of Trade Statistics*, *Balance of Payments Statistics*, and *Government Finance Statistics*. These 4 publications, which are based on data held in the Data Fund, are also available for sale in the form of computer tapes. Third, there are 3 other periodic publications, the *IMF Survey*, *Finance & Development*, and *Staff Papers*, which describe and record Fund activities and its research efforts. A fourth group are books on matters of concern to the Fund and various miscellaneous publications, such as statistical manuals, reprints of *Articles of Agreement*, revised editions of *By-Laws, Rules and Regulations*; a series of Occasional Papers, including the *World Economic Outlook*; leaflets, booklets, and pamphlets. The program in calendar year 1983 included 3 new books. *The Fund and China in the International Monetary System*; *International Money and Credit: The Policy Issues*; and *Government Budgetary and Expenditure Controls: Theory and Practice*. Also included were reprints of the books *Adjustment and Financing in the Developing World*, *The Role of the International Monetary Fund* and *Emerging Financial Centers: Legal and Institutional Framework*; a new pamphlet, *SDRs, Currencies and Gold*; special supplements of *International Financial Statistics* on Money and International Reserves and a manual, *Guide to the Data Fund*.

Publications planned for FY 1985 in addition to the regular program include 4 that are being carried forward from the FY 1984 budget, a legislative history of the First Amendment, 2 editions of the workshops on financial analysis and policy, and a book on the legal and institutional aspects of the international monetary system. It is also planned to publish the Fund History, 1972-78 in 3 volumes, and books on incomes policy in industrial countries; public enterprise, taxation, inflation and interest rate tax policies for supply side economics; and the proceedings of several seminars. In addition, there are plans for 10 more Occasional Papers, including another *World Economic Outlook*; 3 supplements to *International Financial Statistics*, one, an update to the previously issued supplement on exchange rates and the other two on balance of payments and on output (Gross Domestic Product); *Guide to Money and Banking Statistics in IFS*; another Chinese annual selection to *Finance & Development* and several new pamphlets and booklets.

In 1983, the External Relations Department organized 39 press conferences (37 in 1982) and issued 97 press releases (80) along with 88 (59) short seminars at headquarters for groups of visitors. It published the *IMF Memorandum*, which

FY 1985 BUDGET BY PROGRAM

6. Information and Statistical Services

is distributed 12 times a year to about 2,260 (1,990) journalists and financial publications and reviewed 120 (117) articles and speeches prepared for outside publication and delivery. In addition to the 6 (5) information missions conducted in 1983 at which 470 (400) journalists were contacted, 2 seminars, 1 each in Chile and Austria, were held for nonofficials. The program of work in FY 1985 will emphasize the strengthening and enlarging of media contacts in order to explain the role and function of the Fund. A total of 7 colloquia/briefings for journalists are tentatively scheduled for FY 1985 in the United States in addition to 6 information missions: 2 in Europe in conjunction with the publication of the World Economic Outlook and the Annual Report; 1 in Latin America in conjunction with the spring 1985 meeting of the Inter-American Development Bank; 1 in Africa in conjunction with the spring 1985 meeting of the African Development Bank; 1 in Asia in conjunction with a press colloquium and final preparation for the 1985 Annual Meeting in Korea; and 1 two-week mission in the United States and Canada. The work program will also feature 3 seminars for nonofficials and the inauguration of the new IMF Visitors' Center which will provide an active public affairs program for the metropolitan Washington area.

Since the Data Fund was automated in the early 1960's, it has grown from 12,000 to 550,000 time series covering statistics in approximately 185 countries and territorial entities. Five countries and OECD presently provide computer tapes for direct input into the Data Fund. In 1983, the program of integrating the Fund's statistical data bases continued bringing the number of countries for which integrated data bases have been completed to 21. The second half of the year saw the beginning of work on the development of syntheses of external debt data for a number of key debtor countries. In FY 1985, as facilities become available for on-line data entry, the bureau will intensify efforts to integrate the Fund's data management systems and in so doing make unnecessary a multiplicity of individual standard data bases. Work on international banking and external debt statistics will intensify with data for a number of international banking centers being added to the 22 countries already reporting to the Fund and a quarterly report on these statistics prepared for the Executive Board. Increased attention will also be given to the longer term tasks of developing a comprehensive data base on external debt statistics.

FY 1985 BUDGET BY PROGRAM

6. Information and Statistical Services

Supplementary Tables on Sub-Programs

6.1. PUBLICATIONS

	FY 1983 Actual	FY 1984 Estimate	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
Personnel expenses	5,417	5,486	5,724	+ 238	104.3
Contractual printing	1,952	2,112	2,380	+ 268	112.7
Postage	1,023	908	1,007	+ 99	110.9
Data processing services	272	592	375	- 217	63.3
Other costs	1,118	1,289	1,636	+ 347	126.9
Total Gross Cost	9,782	10,387	11,122	+ 735	107.1
Less Sales Income	- 839	- 952	- 1,275	- 323	133.9
TOTAL NET COST	8,943	9,435	9,847	+ 412	104.4
B. Number of Paid Man-Years	88	90	93	+ 3	103.3

FURTHER ANALYSIS BY INDIVIDUAL PUBLICATION

Costs (in thousands of U.S. dollars)					
Annual Report of the Executive Board	1,123	1,143	1,228	+ 85	107.4
Annual Report on Exchange Arrangements and Exchange Restrictions	298	301	319	+ 18	106.0
International Financial Statistics	2,003	2,156	2,318	+ 162	107.5
Direction of Trade Statistics	427	437	503	+ 66	115.1
Balance of Payments Statistics	505	530	550	+ 20	103.8
Government Finance Statistics	293	331	359	+ 28	108.5
Staff Papers	295	319	334	+ 15	104.7
IMF Survey	1,895	2,008	2,150	+ 142	107.1
Finance & Development ¹	672	710	761	+ 51	107.2
Other publications ²	2,271	2,452	2,600	+ 148	106.0
Total Gross Cost	9,782	10,387	11,122	+ 735	107.1
Sales Income (in thousands of U.S. dollars)					
Annual Report on Exchange Arrangements and Exchange Restrictions	6	7	10	+ 3	142.9
International Financial Statistics	415	460	520	+ 60	113.0
Direction of Trade Statistics	34	38	45	+ 7	118.4
Balance of Payments Statistics	37	40	45	+ 5	112.5
Government Finance Statistics	13	8	10	+ 2	125.0
Staff Papers	28	28	32	+ 4	114.3
IMF Survey	42	48	55	+ 7	114.6
Other publications	264	323	558	+ 235	172.8
Total Income	839	952	1,275	+ 323	133.9
TOTAL NET COST	8,943	9,435	9,847	+ 412	104.4

¹Joint publication with the World Bank. Only the Fund's costs are shown.

²Including *Summary Proceedings, Selected Decisions of the IMF*, the legislative history documents, *Legal and Institutional Aspects of the International Monetary System*, IMF Institute workshop papers, *Articles of Agreement, By-Laws, Rules and Regulations, IMF Directory*, Fund History, Occasional Papers series, including WEO, proceedings of the Seminar Series, and various miscellaneous items.

FY 1985 BUDGET BY PROGRAM

6. Information and Statistical Services

Supplementary Tables on Sub-Programs

6.2. DEVELOPMENT AND COLLECTION OF STATISTICAL DATA

	FY 1983 Actual	FY 1984 Estimate	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
Salaries	3,114	3,235	3,421	+ 186	105.7
Other personnel expenses	2,546	2,327	2,301	- 26	98.9
Business travel	117	86	89	+ 3	103.5
Other travel	309	333	299	- 34	89.8
Data processing services	567	1,216	2,378	+ 1,162	195.6
Other administrative expenses	868	724	769	+ 45	106.2
Total	7,521	7,921	9,257	+ 1,336	116.9
B. Number of Paid Man-Years	84	85	88	+ 3	103.5

6.3. OTHER INFORMATION SERVICES¹

A. Costs (in thousands of U.S. dollars)					
Salaries	1,146	1,195	1,236	+ 41	103.4
Other personnel expenses	920	861	832	- 29	96.6
Business travel	137	102	106	+ 4	103.9
Other travel	160	146	162	+ 16	111.0
Data processing services	81	174	453	+ 279	260.3
Other administrative expenses	306	342	467	+ 125	136.5
Total	2,750	2,820	3,256	+ 436	115.5
B. Number of Paid Man-Years	29	30	31	+ 1	103.3

¹Press conferences, press releases, press briefings, speeches, lectures, and seminars.

FY 1985 BUDGET BY PROGRAM

7. Relations with International Organizations

	FY 1983 Actual ¹	FY 1984 Estimate ¹	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
Salaries	1,790	1,560	1,662	+ 102	106.5
Other personnel expenses	1,457	1,126	1,119	- 7	99.4
Business travel	404	485	490	+ 5	101.0
Other travel	127	130	122	- 8	93.8
Data processing services	5	5	20	+ 15	400.0
Other administrative expenses	542	472	502	+ 30	106.4
Total	4,325	3,778	3,915	+ 137	103.6
B. Number of Paid Man-Years	39	37	38	+ 1	102.7
C. Selected Indicators of Activity					
Meetings of other international organizations attended by:					
Headquarters staff	80	92	97	+ 5	105.4
Paris and Geneva staff	271	290	295	+ 5	101.7
Fund-Bank mission collaboration					
Bank missions including Fund staff	11	12	13	+ 1	108.3
Fund missions including Bank staff	10	8	9	+ 1	112.5
Joint Fund-Bank missions	6	2	3	+ 1	150.0

¹Indicators of activity are for calendar years 1982 and 1983.

This program includes representation at meetings of international and regional organizations, reporting on the work of these organizations, and providing assistance when requested. Liaison work which is directly connected with other budget programs is considered part of those programs and is, therefore, not included here.

Close contact is maintained with the World Bank. As part of this activity, Fund staff participated in 12 Bank missions in calendar year 1983 (11 in 1982), and Bank staff participated in 8 (10) Fund missions. In addition, there were 2 (6) joint Fund-Bank missions. In FY 1985, this collaboration will be of special importance with regard to assistance to countries whose adjustment efforts have been particularly difficult.

In 1983, 92 (80) staff at headquarters attended meetings of various international and regional organizations (excluding meetings directly related to country matters). The Special Representative to the United Nations attended meetings of various UN bodies and reported on those meetings to the Executive Board and management. Similarly, staff in the Office in Europe attended 200 (167) meetings of international organizations, mainly the OECD, the EC, and the BIS, and prepared 124 (133) reports. In FY 1985, considerable attention will be devoted to following the Group of Ten's discussions on ways of improving the operation of the international monetary system. The Office in Geneva follows developments in such organizations as the GATT, the UNCTAD, the ECE, and the ILO. In 1983, the staff in Geneva attended 90 (104) meetings and prepared 66 (73) reports dealing mainly with GATT and UNCTAD activities. In FY 1985, the implementation by the GATT of the Action Program agreed upon at the Ministerial Meeting of 1982 and the implementation of the Multilateral Trade Negotiations (MTN) agreements and codes will continue to require close monitoring. In addition, expanded collaboration between the Fund and the GATT on trade matters will involve more frequent informal contacts between the staff of the two institutions.

FY 1985 BUDGET BY PROGRAM

8. General Support Services

	FY 1983 Actual ¹	FY 1984 Estimate ¹	FY 1985 Estimate	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
A. Costs (in thousands of U.S. dollars)					
Salaries	10,789	12,016	12,610	+ 594	104.9
Other personnel expenses	8,853	8,698	8,535	- 163	98.1
Business travel	188	237	240	+ 3	101.3
Other travel	858	1,296	1,228	- 68	94.8
Data processing services	1,710	3,672	7,285	+ 3,613	198.4
Other administrative expenses	3,915	6,437	6,192	- 245	96.2
Total	26,313	32,356	36,090	+ 3,734	111.5
B. Number of Paid Man-Years	369	382	394	+ 12	103.1
C. Selected Indicators of Activity					
Staff recruited	483	434	450	+ 16	103.7
Staff enrolled in training courses	871	888	1,100	+ 212	123.9
EDP workstations	410	510	830	+ 320	162.7
Travel authorizations processed	4,120	4,590	4,750	+ 160	103.5
Purchase orders written	1,378	1,400	1,500	+ 100	107.1
Pieces of mail handled (thousand)	1,956	2,217	2,250	+ 33	101.5
Words cabled (thousand)	13,092	20,162	21,000	+ 838	104.2
Books and periodicals loaned	50,143	48,800	50,000	+ 1,200	102.5
Words translated (thousand)	9,145	9,696	10,000	+ 304	103.1

¹Indicators of activity are for calendar years 1982 and 1983.

This program includes budget, personnel, housekeeping, graphics, transportation, certain automated data processing, documents, archives, communications, accounts, payroll and other payments, audit, the Joint Library, and translation and interpretation services. Support work directly connected with other programs is counted as part of those programs and not as part of this one.

In 1983, the volume of general support services was at a higher level than in the previous year, as shown in the table above. The salient feature of the work program in 1983 was the continuation of a major effort to improve the data processing capabilities of the Fund. In the administrative area, there was work on automation of the cable room, the documents storage and retrieval systems, the administrative budget and procurement systems, and on the implementation of a fully integrated and on-line Joint Library automation system which has already substantially improved services for data base searches, acquisitions and indexing. Other highlights of general support service activities were completion of the construction of the addition to the headquarters building and most of the related personnel and office relocations; installation of the new Rolm telephone system which will be completed during FY 1985; work on the 1984 comprehensive compensation survey, the career streams study and the joint Fund-Bank study of the staff retirement plans of both organizations; and reviews of the Medical Benefits and Group Life Insurance Plans.

In FY 1985, the general volume of support services is expected to be higher than in calendar year 1983, on account of an expanding automation program which is described on page 46. Other tasks include a strengthening of the staff development function; continuation of the career streams study and the joint Fund-Bank study of the staff retirement plans; and additional office renovation projects, as well as completion of the installation of the Rolm telephone system.

Administrative Budget for FY 1985

BUDGET BY OBJECT OF EXPENSE

FY 1985 BUDGET BY OBJECT OF EXPENSE

(In thousands of U.S. dollars)

Object of Expense	FY 1983 Actual Expenses	FY 1984		FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
		Budget as Originally Approved	Estimated Expenses, and Revised Budget ¹		Increase + Decrease -	Index FY 1984 = 100
I. PERSONNEL EXPENSES						
A — SALARIES						
Executive Directors, Alternates, and Advisors	3,753	3,940	4,295	4,450	+ 155	103.6
Assistants to Executive Directors	3,187	3,400	3,590	3,620	+ 30	100.8
Staff	61,234	65,300	68,180	71,910	+ 3,730	105.5
Technical assistance experts and consultants	6,466	7,250	7,685	8,560	+ 875	111.4
Total	74,640	79,900	83,750	88,540	+ 4,790	105.7
B — OTHER PERSONNEL EXPENSES						
Dependency allowances	3,076	3,280	3,325	3,450	+ 125	103.8
Settlement allowances and grants ²	5,785	1,520	5,490	5,280	- 210	96.2
Overseas allowances	1,993	2,735	2,200	2,690	+ 490	122.3
Children's education allowances	1,561	1,995	1,800	2,000	+ 200	111.1
Study allowances and training	606	737	786	920	+ 134	117.0
IMF Institute living allowances	710	785	765	780	+ 15	102.0
Tax allowances	9,718	9,700	9,700	9,400	- 300	96.9
Retirement contributions	30,368	28,240	28,800	27,950	- 850	97.0
Termination incentives	492	550	900	950	+ 50	105.6
Health benefits	3,301	3,640	3,000	3,500	+ 500	116.7
Life insurance and death benefits	259	200	114	230	+ 116	201.8
Social and welfare expenses	178	208	200	220	+ 20	110.0
Food services	542	620	550	580	+ 30	105.5
Total	58,589	54,210	57,630	57,950	- 320	100.6
Total Personnel Expenses	133,229	134,110	141,380	146,490	+ 5,110	103.6
II. TRAVEL EXPENSES						
C — BUSINESS TRAVEL						
Meetings of Governors	2,512	1,535	1,380	1,450	+ 70	105.1
Other business travel	10,914	12,175	12,330	13,000	+ 670	105.4
Total	13,426	13,710	13,710	14,450	+ 740	105.4
D — OTHER TRAVEL						
Settlement travel	4,558	4,805	4,205	4,800	+ 595	114.1
Home leave travel	4,337	4,730	5,170	5,200	+ 30	100.6
Miscellaneous travel	1,312	1,580	1,450	1,650	+ 200	113.8
Total	10,207	11,115	10,825	11,650	+ 825	107.6
Total Travel Expenses	23,633	24,825	24,535	26,100	+ 1,565	106.4
III. OTHER ADMINISTRATIVE EXPENSES						
E — COMMUNICATIONS						
Postage and freight	1,798	1,850	1,900	2,050	+ 150	107.9
Telephone	1,808	3,530	3,860	2,940	- 920	76.2
Telegraph	946	1,000	1,050	1,100	+ 50	104.8
Total	4,552	6,380	6,810	6,090	- 720	89.4
F — BUILDING OCCUPANCY						
Maintenance and operation	2,918	3,480	3,600	4,045	+ 445	112.4
Utilities	1,782	2,170	2,250	2,580	+ 330	114.7
Alterations	1,026	2,420	2,406	6,990	+ 4,584	290.5
Rentals	657	1,185	1,179	1,245	+ 66	105.6
Total	6,383	9,255	9,435	14,860	+ 5,425	157.5
G — BOOKS AND PRINTING						
Books and periodicals	631	685	710	750	+ 40	105.6
Contractual printing	1,114	1,365	1,160	1,105	- 55	95.3
Total	1,745	2,050	1,870	1,855	- 15	99.2
H — SUPPLIES AND EQUIPMENT						
Purchase of furniture and equipment	2,612	2,350	2,452	3,085	+ 633	125.8
Rental of equipment	887	495	468	505	+ 37	107.9
Maintenance of equipment	458	560	560	710	+ 150	126.8
Expendable supplies	833	895	980	1,120	+ 140	114.3
Total	4,790	4,300	4,460	5,420	+ 960	121.5
I — DATA PROCESSING SERVICES						
Joint Computing Facility	3,029	3,315	4,535	5,250	+ 715	115.8
Contractual support services			2,500 ³	4,980	+ 2,480	199.2
Other data processing services	1,879	2,845	3,500	8,390	+ 4,890	239.7
Total	4,908	6,160	10,535	18,620	+ 8,085	176.7
J — MISCELLANEOUS						
Representation	480	670	625	665	+ 40	106.4
Insurance	444	475	475	480	+ 5	101.1
Miscellaneous contractual services	2,532	4,465	4,587 ³	4,115	- 472	89.7
Sundries	12	(150)	(217)	(295)	- 83	
Total	3,468	5,460	5,475	4,965	- 510	90.7
Total Other Administrative Expenses	25,846	33,605	38,585	51,810	+ 13,225	134.3
TOTAL BUDGET	182,708	192,540	204,500	224,400	+ 19,900	109.7

¹Includes supplementary appropriations of \$5,700,000 on account of the 1983 general salary adjustment as approved at EBM/83/73 (May 20, 1983), and of \$6,260,000 as approved at EBM/84/39 (March 12, 1984).

²The FY 1984 original budget does not provide for the estimated cost of accumulated annual leave and earned separation grants, because the decision to start making provision for such factors in the administrative budgets was taken by the Executive Board after approval of the FY 1984 budget but before the FY 1983 expenses were finalized. Thus, the FY 1983 actual expenses include such provision.

³Transfer of \$2,500,000 from the Miscellaneous category to the Data Processing Services category as approved at EBM/84/39 (March 12, 1984).

FY 1985 BUDGET BY OBJECT OF EXPENSE

I. PERSONNEL EXPENSES

A — SALARIES

Account	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Executive Directors, Alternates, and Advisors	3,753	4,295	4,450	+ 155	103.6
Assistants to Executive Directors	3,187	3,590	3,620	+ 30	100.8
Staff	61,234	68,180	71,910	+ 3,730	105.5
Technical assistance experts and consultants	6,466	7,685	8,560	+ 875	111.4
Total	74,640	83,750	88,540	+ 4,790	105.7

Executive Directors, Alternates, and Advisors In FY 1985, the amount budgeted for the remuneration of Executive Directors, Alternates, and Advisors is based on the cost of a 22-member Executive Board and of some 22 Advisors out of the total authorized ceiling of 26 Advisors. At present, the costs of 3 Board members are shared with the World Bank. The increase in this account in FY 1985 is attributable to the full-year cost of the salary adjustment which became effective July 1, 1983 and to the expectation that the average number of Board members and Advisors throughout the year will be 66 (the present number), compared with an average of 64 in FY 1984.

Assistants to Executive Directors This account covers the cost of salaries of the Assistants to the Executive Directors, as well as Secretarial and Clerical Assistants. It includes provision for overlapping appointments and overtime. The budget for FY 1985 is based on the assumption that the number of positions for assistants filled will continue to be about 105, with the cost of 2 to be shared with the World Bank.

Staff The authorized ceiling for the current financial year is 1,610 positions. It is proposed to add 36 positions in FY 1985, thus raising the staff ceiling to 1,646. More information regarding organization, staff ceilings, and costs for each department, bureau, and office may be found in the section entitled "Budget by Unit of Organization."

In addition to the cost of regular staff (\$65,715,000), the main elements in the staff salaries account for FY 1985 are: the Economist Program (\$1,730,000), the Staff Contingency Fund (\$2,800,000), staff overtime (\$940,000), temporary staff hired in connection with the Annual Meeting (\$350,000), and various miscellaneous expenses including 5 special appointees, and the Fund's 50 per cent share of the cost of the Executive Secretary of the Development Committee and of 1 secretarial assistant.

The Economist Program is used to hire staff who are assigned to 2 departments for one year each before being placed in regular positions. In FY 1984, 22 economists will have been hired under this program, and 49 have been carried over from prior years, for a total of 48 man-years and a cost of \$1,700,000. The proposed budget for FY 1985 (\$1,730,000) allows for the carry over from FY 1984 of 48 and for the recruitment of 25 new staff, for a total of 48 man-years.

In FY 1984, it is expected that a total of 83 man-years of assistance will have been provided out of the Staff Contingency Fund for peak work load assistance, leave replacement, and summer help, at an estimated cost of \$2,260,000. For FY 1985, a budget of \$2,800,000 is proposed, which will provide for about 100 man-years of assistance, consisting of 8 man-years for the summer intern program, 42 man-years for leave replacements at A-E level, and 50 man-years for special work load requirements. The latter figure includes 6 man-years of assistance by specialized computer programmers, 4 economists for the African, Asian, and Central Banking Departments and Bureau of Statistics, 2 man-years of translators/interpreters for the Bureau of Language Services, 3 assistant level persons for the External Relations and Research Departments and the Office of the Internal Auditor, 6 man-years of clerical assistance in the Joint Library for completion of various automation projects, and 23 man-years of secretarial and clerical help for use by various departments during peak work load periods. Following established practice, only temporary staff will be carried into FY 1985 from the current financial year with the following 3 exceptions: 1 computer systems officer in the Bureau of Computing Services, and 1 secretary each in the Office of the Managing Director and the Administration Department. With 1 possible exception, these staff will be placed in regular positions as they become vacant during FY 1985.

FY 1985 BUDGET BY OBJECT OF EXPENSE

The main factors accounting for the increase in the FY 1985 budget for staff salaries (+ \$3,730,000) are: the cost of promotions and merit increases for staff (+ \$1,840,000), the cost of 36 additional positions (+ \$1,260,000), and a larger Staff Contingency Fund (+ \$540,000).

Technical Assistance Experts and Consultants This account covers the cost of salaries for central banking and fiscal experts, as well as the cost of the services of various consultants.

The budget proposed for FY 1985 includes \$7,610,000 for salaries for 98 man-years of central banking and 37 man-years of fiscal experts, as compared with the estimate of \$6,900,000 in FY 1984 for 94 man-years of assistance provided by central banking experts and 32 man-years by fiscal experts. Within the above numbers, the budget continues to provide for a few experts stationed at headquarters to carry out special projects.

The proposed budget for FY 1985 also includes \$950,000 for 12 man-years of consultants, as compared with an estimated \$785,000 for 10 man-years in FY 1984. The total for consultants includes \$383,000 for the continuation from FY 1984 of three senior consultants to management, a senior legal consultant, the chairman of the Grievance Committee, the ombudsman, 2 consultants in the Western Hemisphere Department, and a consultant who advises the management of the Executive Dining Rooms. It also includes \$400,000 for consultants and visiting professors in the Asian, European, Exchange and Trade Relations, Fiscal Affairs, Research and Treasurer's Departments to advise on issues of current interest to the Fund, as well as \$167,000 for consultants to advise the Bureau of Computing Services on its automation programs, the External Relations Department on the new Visitors' Center and the Bureau of Statistics on the Government Finance Statistics course. The budget takes account of a decision by management not to renew the contracts of senior consultants.

B — OTHER PERSONNEL EXPENSES

Account	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Dependency allowances	3,076	3,325	3,450	+ 125	103.8
Settlement allowances and grants	5,785	5,490	5,280	- 210	96.2
Overseas allowances	1,993	2,200	2,690	+ 490	122.3
Children's education allowances	1,561	1,800	2,000	+ 200	111.1
Study allowances and training	606	786	920	+ 134	117.0
IMF Institute living allowances	710	765	780	+ 15	102.0
Tax allowances	9,718	9,700	9,400	- 300	96.9
Retirement contributions	30,368	28,800	27,950	- 850	97.0
Termination incentives	492	900	950	+ 50	105.6
Health benefits	3,301	3,000	3,500	+ 500	116.7
Life insurance and death benefits	259	114	230	+ 116	201.8
Social and welfare expenses	178	200	220	+ 20	110.0
Food services	542	550	580	+ 30	105.5
Total	58,589	57,630	57,950	+ 320	100.6

Dependency Allowances This account provides for the payment of spouse and dependency allowances to eligible Executive Board members, their Advisors and assistants, staff members, and technical assistance experts. The allowances are essentially 5 per cent of net annual salary with a maximum of \$3,000 for a spouse, \$420 per year for a child, and \$210 for each other dependent. In January 1984, a total of 1,456 persons were receiving dependency allowances (compared with 1,455 in January 1983).

Settlement Allowances and Grants This account provides for the payment of installation and resettlement allowances and settling-in and separation grants. It also provides for the cost of accruals for unused annual leave and earned separation grants. During FY 1984, 9 (21 in FY 1983) Board members and Advisors, 13 (24) assistants, 60 (68) staff, 13 (13) staff posted in the field, 2 (3) special appointees, and 69 (64) technical assistance experts will have received installation allowances. Six (22) former Board members and Advisors, 11 (13) former assistants, 34 (31) former staff, and 10 (9) staff returning from field assignments will have received resettlement allowances. Settling-in grants will have been paid to 9 (21) Board members and Advisors, 13 (24) assistants, and

FY 1985 BUDGET BY OBJECT OF EXPENSE

55 (61) staff, and separation grants will have been paid to 2 (4) assistants and 30 (42) staff. The proposed budget for FY 1985 takes account of the fact that there will be more payments to Executive Directors because it is an election year. It also includes \$2,750,000 for the estimated cost of accrued annual leave and separation grants which it is anticipated will accumulate in FY 1985 over and above what has been provided for in FY 1984. This amount is \$730,000 less than the amount accumulated in FY 1984. The reduction is largely attributable to the fact that the FY 1985 estimate does not provide for a possible general salary adjustment.

Overseas Allowances This account covers the cost of allowances paid to technical assistance experts and staff members on long-term overseas assignment. These allowances are intended to compensate for additional expenses and hardships for which provision is not otherwise made. In FY 1984, it is estimated that allowances will have been paid for a total of 19 man-years of staff overseas assignments and 124 man-years of expert assignments. The amount budgeted for FY 1985 makes provision for 26 staff and 133 expert man-years on overseas assignments.

Children's Education Allowances This account provides for the payment of grants toward cost of tuition for children of Board members, Advisors, assistants, staff, and technical assistance experts. From May through December 1983, 458 eligible persons had received payments under this policy (425 in the same period in 1982). Next year the number of payments is expected to be somewhat higher.

Study Allowances and Training This account provides for the cost of tuition under the Fund's various study programs, the staff training program, and the language testing and training program for participants in IMF Institute courses. It is estimated that 115 eligible staff members and assistants to Executive Directors will receive payments in FY 1984 (104 in FY 1983) under the individual study programs, at a total estimated cost of \$98,000. The amount budgeted for FY 1985 (\$134,000) makes provision for a somewhat larger number of individual study programs including some under the sabbatical leave policy which was not used in FY 1984. In FY 1984, it is estimated that 370 (346) staff and assistants to Executive Directors will have taken language courses, 95 (80) will have taken management courses, and 550 (297) will have taken various other courses, both internal and external, under the staff training program, at an estimated cost of \$673,000. The amount budgeted for these programs in FY 1985 is \$766,000. Some of the increase is on account of training in office technology and management skills in such areas as employee counselling, negotiations, and interviewing. The cost of the IMF Institute language testing and training program is expected to increase from \$15,000 in FY 1984 to \$20,000 in FY 1985 because of a larger number of non-English-speaking participants attending English courses.

IMF Institute Living Allowances Participants in IMF Institute courses, who are housed free of charge in the Concordia apartments, are paid a daily allowance of \$25 (senior participants \$40) to cover the cost of meals and various miscellaneous expenses. In FY 1984, it is estimated that a total of 555 participants will have been paid a living allowance for 29,930 days while attending courses in Washington. The budget for FY 1985 assumes that a total of 501 participants will be paid a living allowance for 30,550 days. Continuing provision has also been made for short programs of individual study for special participants (1 in FY 1984 and 5 in FY 1985).

Tax Allowances The allowances include payments made on account of national, state, and local income taxes on Fund salaries and partial reimbursement of social security taxes for Board members, assistants, staff, and technical assistance experts. In CY 1983, 494 persons were reimbursed for income and social security taxes (476 in 1982). The estimate for FY 1985 takes into account a decrease in the number of staff entitled to transitional benefits, a reduction in transitional benefits, and the effect of a further decrease in U.S. federal tax rates effective January 1, 1984.

Retirement Contributions This account provides for the Fund's contributions to the Staff Retirement Plan on behalf of Board members, Advisors, assistants, and staff who are participants in the Plan and for contribution to the pension plans of technical assistance experts. The regular contribution to the Plan of 21 per cent of notional gross salaries is shared by the Fund and participants on a 2:1 ratio. As of January 1, 1984, contributions were being made on behalf of 1,796 participants (1,683 as of January 1, 1983) in the plans of the Fund and other organizations. This account also provides for pension parity supplements, for the funding of cost of living supplements in excess of 2 per cent, and for amortization over 15-year periods of experience gains or losses of the Plan. The estimated cost in FY 1984 (\$28,800,000) includes payments to the Plan of \$4,686,000 to fund cost of living supplements which became effective on May 1, 1982 and \$7,496,000 to amortize experience losses accumulated through FY 1982. The amount budgeted for FY 1985 (\$27,950,000) includes an amount of \$2,100,000 to fund cost of living supplements which became effective on May 1, 1983 and \$8,100,000 to amortize experience losses accumulated through FY 1983.

Termination Incentives This account covers termination payments made under 2 programs: (i) the Termination Benefits Fund, which has been in existence since 1972, and under which payments may be made to encourage the separation of staff at any level and (ii) a scheme approved by the Executive Board in January 1980 as a one-time offering of incentives for the early retirement of staff in Ranges J and above. The estimated cost of these 2 programs in FY 1984 is \$900,000, which covers payments under the Termination Benefits Fund to

FY 1985 BUDGET BY OBJECT OF EXPENSE

15 staff and monthly supplemental payments under the early retirement incentives scheme to 17 former senior staff who retired in FY 1980 and FY 1981. The budget for FY 1985 (\$950,000) makes allowance for a similar number of payments under the Termination Benefits Fund and for the cost of continued monthly supplemental payments to the former senior staff.

Health Benefits The major element in this account is the Fund's two-thirds contribution to the cost of the Medical Benefits Plan on behalf of Board members, Advisors, assistants, staff, technical assistance experts, retirees, and IMF Institute participants. There were a total of 2,457 enrollees in the Plan in January 1984 (2,343 in January 1983). The estimated cost for the Medical Benefits Plan in FY 1985 (\$3,175,000) is 18 percent higher than in FY 1984, mainly on account of an expectation of a small increase in enrollment, further inflation in medical costs and some cost shifting from the medical insurance programs of the U.S. government. The budget for this account in FY 1985 also makes provision for the Fund's share of the cost of the operating expenses of the joint Fund-Bank Health Room (\$270,000) and for annual physical examinations as well as other medical services (\$55,000).

Life Insurance and Death Benefits This account covers the Fund's contribution to the Group Life Insurance Plan on behalf of Board members, Advisors, assistants, staff, technical assistance experts, and retirees (there were 1,948 enrollees in January 1984 compared with 1,887 in January 1983), as well as the lump sum grant that the Fund pays when a staff member dies in active service. Participants pay two thirds of the cost of life insurance and the Fund pays the remainder. The estimate for FY 1984 takes account of the Fund's one-third share (\$212,000) of a return of premiums declared by the insurance company as a result of exceptionally good claims experience in CY 1983. The budget for FY 1985 is based on the assumption that experience will be similar to the average over the past five years.

Social and Welfare Expenses The principal items in the social and welfare expense budget for FY 1985 are the Christmas party (\$69,000), the annual picnic at the Bretton Woods Recreation Center (\$24,000), and the social program for participants attending IMF Institute courses (\$80,000). In addition, allowance is made for activities of the International Families of the Fund Office (InFFO), for contributions for approved activities of staff groups, for Fund contributions toward the cost of farewell receptions for retiring staff, and for various other expenses.

Food Services Established guidelines require that the subsidy for food services should be about one third of the direct costs of the operation. The budget for FY 1985 takes account of new food service facilities in connection with the opening of the headquarters extension and allows for some increase in the cost of food and of salaries and benefits for the food service staff.

II. TRAVEL EXPENSES

C — BUSINESS TRAVEL

Account	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Meetings of Governors	2,512	1,380	1,450	+ 70	105.1
Other business travel	10,914	12,330	13,000	+ 670	105.4
Total	13,426	13,710	14,450	+ 740	105.4

Meetings of Governors This account provides for the Fund's share of the cost of transportation, per diem, and incidental costs of travel for Governors and Alternate Governors, Executive Board members, their Advisors and assistants, and staff attending the Annual Meeting and meetings of the Interim and Development Committees. It also provides for the travel of the Chairmen of the Interim and Development Committees and for the travel of the Development Committee Secretary. The proposed budget for FY 1985 assumes that there will be two Interim and Development Committee meetings, both to be held in Washington. As the next Annual Meeting will also be held in Washington and will be essentially the same as the one held in FY 1984, the higher cost estimated for FY 1985 is due almost entirely to anticipated increases in prices.

Other Business Travel This account covers the direct costs of Executive Board members, their Advisors and assistants, and staff members on all business travel other than that covered in the Meetings of Governors travel account above. In CY 1983, Board members, their Advisors and assistants made 285 business trips abroad (246 in 1982). Staff made 1,930 trips abroad (1,745 in 1982), of which 711 were for regular consultation, 547 were for

FY 1985 BUDGET BY OBJECT OF EXPENSE

additional missions in connection with use of Fund resources, including stand-bys, 232 were for other country missions, 179 were for technical assistance, and 261 were for other purposes. In FY 1984, it is estimated that of the total anticipated cost (\$12,330,000), some 60 percent will be for transportation and 40 percent for per diem and incidental expenses. The amount budgeted for next year (\$13,000,000) provides for a 2 percent increase in the volume of staff mission travel and allows for an average increase in airfares of about 3 percent.

D — OTHER TRAVEL

Account	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Settlement travel	4,558	4,205	4,800	+ 595	114.1
Home leave travel	4,337	5,170	5,200	+ 30	100.6
Miscellaneous travel	1,312	1,450	1,650	+ 200	113.8
Total	10,207	10,825	11,650	+ 825	107.6

Settlement Travel In FY 1984, settlement travel expenses will have been paid for the following persons and their families: 15 present and former Executive Board members, 24 assistants, 95 staff, and 152 technical assistance experts (the numbers for FY 1983 were 43, 36, 97 and 122 respectively). In addition, settlement travel expenses will have been paid for 555 IMF Institute participants and their spouses, for 23 staff and their families who were posted in the field as Fund representatives or advisors, and for 3 special appointees and their families (461, 22, and 4 in FY 1983 respectively). The budget for FY 1985 takes into account an expected increase in the volume of travel by Executive Board members in an election year.

Home Leave Travel This account provides for the payment of the home leave allowance and travel expenses for assistants and staff and their families and for the dependents of Executive Board members and their Advisors. Provision is also made in this account for the cost of rest and recuperation trips for technical assistance experts and staff in the field. During the current financial year, about 535 staff and their dependents, 30 assistants to Executive Directors and their dependents, and the dependents of 18 Board members will have traveled on home leave (the numbers for FY 1983 were 492, 36, and 12 respectively). The number traveling in FY 1985 under this account is expected to remain at about the same level as in FY 1984.

Miscellaneous Travel This account provides for the travel of children of Executive Board members, of assistants, of staff, and of technical assistance experts in connection with the Fund's education policy; for the travel of spouses who accompany staff members on missions under the spouses' points policy; and for the travel of officials and nonofficials attending Fund-sponsored seminars. It also provides for emergency travel, study travel, the field and social trips of IMF Institute participants, and various other authorized journeys. The proposed budget for FY 1985 allows for a slight increase in the numbers traveling under the education policy and the individual study programs and in the number of participants attending Fund-sponsored seminars.

III. OTHER ADMINISTRATIVE EXPENSES

E — COMMUNICATIONS

Account	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Postage and freight	1,798	1,900	2,050	+ 150	107.9
Telephone	1,808	3,860	2,940	- 920	76.2
Telegraph	946	1,050	1,100	+ 50	104.8
Total	4,552	6,810	6,090	- 720	89.4

FY 1985 BUDGET BY OBJECT OF EXPENSE

Postage and Freight The proposed budget for FY 1985 assumes a small increase in volume and a 15 percent increase in the cost of U.S. first class mail early in CY 1985. About 49 percent of the proposed budget is for the mailing of publications and the remainder is for general mail and freight, including the shipping of documents.

Telephone This account provides for the cost of switchboard staff and equipment, for long distance calls, and for other related expenses. The decrease in this category of \$0.9 million (23.8 percent) over the revised estimate for FY 1984 is mainly on account of the nonrecurrence of the purchases of the Rolm telephone system (\$1.8 million), which occurred in FY 1984. Partially offsetting this decrease, however, is provision for increases in the total number of telephones, replacement of some existing units with improved equipment, and backup features for the communications link between the headquarters building and the International Square annex. Provision has also been made for greater use of long distance services partially in connection with off-premises data processing services.

Telegraph The proposed budget for FY 1985 provides for a small increase in the volume of traffic partially offset by savings from greater use of bulk services.

F — BUILDING OCCUPANCY

Account	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Maintenance and operation	2,918	3,600	4,045	+ 445	112.4
Utilities	1,782	2,250	2,580	+ 330	114.7
Alterations	1,026	2,406	6,990	+ 4,584	290.5
Rentals	657	1,179	1,245	+ 66	105.6
Total	6,383	9,435	14,860	+ 5,425	157.5

Maintenance and Operation This account covers costs relating to all Fund property, including the headquarters office building and the Concordia apartment complex. Most of the cost is to pay for a force of contractual building services personnel, some working on day shifts and others on night shifts. This work force includes for the headquarters building 12 engineers, 3 painters, 11 utility men, 42 guards, 1 clerk-typist, 5 garage attendants, and 18 cleaners, the last group supplemented by a night crew of about 80. The budget for FY 1985 makes provision for the full-year cost of services for the new headquarters extension and for some increases in wages and other costs.

Utilities About 75 per cent of the amount included in this account is for electricity. Provision is also made for fuel oil, gas, and water. Much of the additional cost of utilities in the proposed budget is on account of full-year occupancy of the new headquarters extension during FY 1985. The proposed budget also takes account of price increases anticipated during the course of the year.

Alterations The major projects provided for in the FY 1985 budget are: renovation of the Concordia/ Bond apartment complex (\$3,850,000), including the remodeling of kitchens, new lighting, interior painting and other general repairs; remodeling of the Communications Division area to accommodate an expanded computer facility (\$500,000); upgrading of heating, ventilation, lighting and other electrical facilities (\$365,000); design and installation of partitions for workstations which will make for more efficient use of open office space (\$200,000); and various alterations to improve the present security system, including secure mail drops for Executive Directors' suites (\$300,000). There will also be some routine remodeling of office space required to accommodate additional staff, organizational changes, and remaining moves associated with the occupation of the headquarters extension (\$800,000). The remaining funds are to cover miscellaneous projects such as removal of old phone cabling from under floor duct space, the development of accurate space, architectural and mechanical/electrical drawings of the headquarters complex, refurbishing of the snack bar and alterations to the exercise facility.

Rentals This account provides for rental payments for offices in Washington outside the headquarters building, offices in Paris, Geneva, and New York, and for joint facilities housed by the World Bank, e.g., the Credit Union, language classrooms, etc. The amount shown is a net figure after allowing for payments from the World Bank for facilities based in Fund buildings, e.g., the Joint Library, the Joint Computing Facility, and apartments for participants in EDI courses. The account also includes income from parking charges as well as

FY 1985 BUDGET BY OBJECT OF EXPENSE

the cost of the parking management service and the cost of renting commercial parking spaces. The main factor accounting for the increase in FY 1985 is the full year cost of additional space recently acquired in the International Square.

It is estimated that the cost of the parking facility in FY 1985 will be \$683,000 (\$374,000 for the parking management service and for rental of commercial space; which is charged to this account; and \$309,000 for utilities, security, and cleaning, which is charged to the utilities and maintenance accounts). This estimate is 20 percent higher than that for FY 1984 mainly because of higher charges for commercial space, more cars in the commercial space, and additional guard service required for the new entry on Twentieth Street. On the basis of present rates, income from parking charges would be about \$618,000, giving a deficit of \$65,000 for the parking operation in FY 1985 less a surplus of \$13,000 in FY 1984. In order to adhere to the parking policy approved by the Executive Board at EBM/79/110 (July 11, 1979), under which income from parking is to be set at a level which would equal the cost of providing the parking facility, it is proposed to increase charges by 8 per cent on May 1, 1984. The last increase in charges was effective May 1, 1983.

G — BOOKS AND PRINTING

Account	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Books and periodicals	631	710	750	+ 40	105.6
Contractual printing	1,114	1,160	1,105	- 55	95.3
Total	1,745	1,870	1,855	- 15	99.2

Books and Periodicals The budget for FY 1985 provides for acquisitions by the Joint Library (Fund share \$231,000), the Legal Library (\$46,000), the IMF Institute Library (\$60,000), the Fiscal Affairs Library (\$25,000), and the Bureau of Language Services Library (\$12,000); for binding services (\$14,000); and for newspaper subscriptions and publications for Executive Directors and staff (\$330,000). The budget also provides for continued rental of 4 news ticker services (\$32,000).

Contractual Printing The proposed budget for FY 1985 includes \$2,380,000 for production costs (\$2,112,000 in FY 1984) and \$1,275,000 for estimated income from sales (\$952,000 in FY 1984). Production costs consist of \$1,095,000 for *International Financial Statistics* and related statistical publications, \$359,000 for the *IMF Survey*, \$238,000 for the Fund's share of *Finance & Development*, and \$688,000 for other publications such as the *Annual Report of the Executive Board*, the *Annual Report on Exchange Arrangements and Exchange Restrictions*, *Staff Papers*, Occasional Papers including the World Economic Outlook, and several new books, including the Fund History, 1972-78 in three volumes, one on incomes policy in industrial countries, one on taxation, inflation and interest rates for supply side economics, and one on public enterprises, as well as a number carried over from FY 1984. The major factor contributing to the decrease of \$55,000 (4.7 percent) in this account compared with the revised estimate for FY 1984 is a projected increase in revenue of about 34 percent in FY 1985 associated with a promotion program, higher prices and the sale of a larger number of different publications.

H — SUPPLIES AND EQUIPMENT

Account	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Purchase of furniture and equipment	2,612	2,452	3,085	+ 633	125.8
Rental of equipment	887	468	505	+ 37	107.9
Maintenance of furniture and equipment	458	560	710	+ 150	126.8
Expendable supplies	833	980	1,120	+ 140	114.3
Total	4,790	4,460	5,420	+ 960	121.5

FY 1985 BUDGET BY OBJECT OF EXPENSE

Purchase of Furniture and Equipment This account provides for the purchase of furnishings and furniture for the headquarters building, for rented space, and for the Concordia apartments; of typewriters, calculators, dictation and other office equipment; and of automobiles and specialized equipment other than communications and data processing equipment. The increase in this account of \$633,000 is due primarily to provision for more automation and workstation furniture (+ \$705,000); furnishings for the new Visitors' Center (+ \$240,000); and other furniture and equipment for additional personnel and for replacement furnishings (+ \$579,000). These increases are partially offset by reduced expenses in connection with the program to install new and replacement carpeting (-\$1,000,000) which will be completed in FY 1985. Principal elements in the FY 1985 budget are: workstation furniture for automation equipment (\$555,000); other workstation furniture including that for the Joint Library and the upgrading of existing workstations (\$307,000); carpet replacements for the Concourse, the 4th floor, and the staff lounge (\$338,000); furnishings and equipment for the Visitors' Center (\$250,000); furniture and furnishings for new personnel (\$184,000); replacement of old furniture and furnishings (\$159,000); replacement furnishings for the Concordia apartments (\$150,000); furniture for Executive Directors, the Executive Directors' lounge, and the VIP suites (\$135,000); cabinets, shelves and bookcases (\$110,000); furniture for conference rooms (\$75,000); artwork (\$65,000); and replacement of three of the Fund's 10 automobiles (one has been replaced in FY 1984). The budget also makes provision for replacement of worn-out Fund equipment at the Bretton Woods Recreation Center (\$25,000).

Rental of Equipment In FY 1985, it is planned to add ten new copying machines for use in the new building to the existing complement of 60. Some 85 percent of the proposed cost of this account is for copying machines. Provision is also made for the continued rental of optical character readers, microfiche equipment, and cable room and mail room equipment.

Maintenance of Furniture and Equipment The amount estimated for the next financial year will be used for the maintenance and reconditioning of automobiles and office equipment, and the repair and refurbishing of office furniture, including furniture reupholstering and drapery cleaning. The annual cost of this account is increasing because of the acquisition of more furniture and equipment, and the need to spend more on the cleaning and maintenance of worn furnishings.

Expendable Supplies The amount estimated for FY 1985 is based on the projected requirements for the Executive Board and staff. It provides for higher prices (about 5 percent on average), some increase in volume, and a small allowance for a proposed contractual inventory arrangement which will improve service and reduce the work load of the stock room staff.

I — DATA PROCESSING SERVICES

Account	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Joint Computing Facility	3,029	4,535	5,250	+ 715	115.8
Contractual support services ¹		2,500	4,980	+ 2,480	199.2
Other data processing services	1,879	3,500	8,390	+ 4,890	239.7
Total	4,908	10,535	18,620	+ 8,085	176.7

¹Transferred from miscellaneous category to data processing services category as approved at EBM/84/39.

The data processing category includes three accounts: the *Joint Computing Facility* account which provides for the cost of managing and operating the Joint Burroughs Computer Center, including salaries and benefits of the World Bank staff manning the center, as well as expenses for equipment, miscellaneous supplies, and overhead; the *Other Data Processing Services* account which shows the cost of leasing and purchasing data processing equipment and software, as well as expenses required for data communications and for external processing facilities such as time-sharing on commercial computers; and the *Contractual Support Services* account which provides for the cost of external assistance, obtained from companies specializing in computer systems, which is needed to complement in-house staff. The costs posted to the last account have been shown in the miscellaneous category in the past but have been transferred to the data processing category so as to present a more complete picture of data processing costs.

The only expenses connected with computer operations which remain outside this category are those for staff positions of the Bureau of Computing Services, temporary staff, and individual consultants, who are all

FY 1985 BUDGET BY OBJECT OF EXPENSE

provided for in the Salaries and Other Personnel Expenses categories. The latter are estimated to be \$6,250,000 in FY 1985 compared with \$5,435,000 in FY 1984. The total cost of the data processing activity, including personnel expenses, is, therefore, estimated to amount to \$24,870,000 in FY 1985, an increase of \$8,900,000 or 55.7 percent over estimated expenses of \$15,970,000 for FY 1984. This large increase reflects a major effort to strengthen the data and text processing capabilities in the Fund, following a period of marked pause prior to the centralization of activities in the Bureau of Computing Services at the beginning of FY 1983 and two years of planning and gradual phasing-in of the most useful applications. It is planned to spread this major catch up development effort over a number of years, with an estimated cost, including provision for ongoing production activities, of around \$40-50 million in FY 1986 and again in FY 1987.

Joint Computing Facility In FY 1984, the World Bank and the Fund agreed to change the number, the type, and the work load of the various computers in the Center with a view to dedicating each machine to the exclusive use of either organization in order to simplify transfers of applications between computers and to identify more precisely the costs associated with each machine. The process has been completed and Fund users now have two large machines (Burroughs 7800) available almost entirely to them. It is planned to begin transferring two major applications in the Bureau of Statistics and in the Treasurer's Department to an IBM-like environment with a view to reducing the amount of programming time required to adjust to changes in data requirements and to provide an opportunity to partially eliminate duplicate data systems maintained elsewhere in the Fund. However, these transfers will not be completed before FY 1986 and there will still be a need after completion of the transfer to continue for at least six months a parallel operation on the Burroughs machines for testing and security purposes. Furthermore, there is a need for a faster processing of the Research Analysis Language (RAL) calculations on the Burroughs in order to increase the productivity of research assistants and economists involved in analytical and research work. Accordingly, in FY 1985, provision is being made for the upgrading of one of the two Burroughs 7800 to a Burroughs 7900. The annual rental and the operating costs of a Burroughs 7900 are approximately \$1,700,000 as compared to around \$1,000,000 for a Burroughs 7800.

In FY 1985, the work processed on the Burroughs computers will be mainly associated with production projects whereas that related to development projects will be minimal. The biggest production jobs will continue to be the processing of statistical information through the Data Fund system (around 40 percent of total work load), and operations connected with the Special Drawing Rights Department and with the General Department, including calculations of quotas and charges, production of financial reports, and the payroll (25 percent). Another major use will be in connection with economic analysis (RAL) such as interdepartmental forecasting exercises, measurement of exchange rate changes, commodity price forecasting, projection of export earnings, and basic economic research (around 20 percent). The other production tasks will be for administrative and support functions, such as the maintenance of personnel data and the activities related to the Annual Meetings.

Contractual Support Services and Other Data Processing Services The allocation of expenses for FY 1985 among the various types of applications can be summarized as follows:

Activity	Contractual Support Services	Other Data Processing Services	Total
(in thousands of U.S. dollars)			
A. Major Development Projects			
1. Office automation applications	480	1,630	2,110
2. Cable and documents retrieval systems	140	860	1,000
3. Treasurer's Department information system	800	260	1,060
4. Economic information system and international banking projects	450	490	940
5. Other major development projects	280	500	780
6. Support of development projects	620	1,250	1,870
B. Production and Minor Development	2,210	3,400	5,610
Total	4,980	8,390	13,370

Among the major development projects, the office automation program which was initiated in CY 1983 on a pilot basis in three departments will be continued and possibly expanded to other units following a thorough midyear evaluation. This program is intended, inter alia, to speed up data collection, calculations and checking procedures, thus freeing economists for more analytical work. It will also improve the typing productivity of the secretarial staff and reduce the amount of time spent on filing and retrieving information. The new cable and

FY 1985 BUDGET BY OBJECT OF EXPENSE

documents retrieval systems in the Secretary's Department will allow absorption of an increasing traffic of cables and telexes and will serve as the foundation for future electronic transfer of external and internal messages. The Treasurer's Department, after completion of the overall design, will continue to develop an integrated IBM-based financial system to manage and process a rapidly rising volume of Fund operations and transactions, and to facilitate policy development and analysis. In the Bureau of Statistics, the automation of international banking and external debt statistics will be continued and the statistical data base which contains the elements of the Data Fund will be transferred from Burroughs computers to an IBM-based on-line system as mentioned above. The other major development projects will include a new publication and fulfillment system, an integrated budget and procurement system, and enhancements to the automation of the Annual Meetings. To support the major development effort, it will be necessary to purchase time on outside computers, acquire software packages, and maintain and support the required data communications facilities.

Expenses related to the production and minor development projects include provision for: additional microcomputers, half of which will be for use on missions; word processors and terminals; maintenance of existing forecasting models, administrative systems, and statistical or financial data bases; and minor modifications necessitated by changing requirements. However, the major cost element in the production projects will remain that of the use of the Burroughs mainframe computers, as mentioned above.

The FY 1985 increase over estimated expenses for FY 1984 will amount to \$7,370,000 for these two accounts. It will be mainly due to the stepped-up pace of the development effort on: office automation projects (+\$1,530,000), the cable and documents retrieval systems in the Secretary's Department (+\$480,000), the integrated financial system in the Treasurer's Department (+\$900,000), the economic information system in the Bureau of Statistics (+\$420,000), and to the support needed for these development projects (+\$1,640,000). Most of the increase in the cost of the development projects (\$4,970,000) will be for the acquisition of new or additional equipment and software packages, for the use of external processing facilities, and for the installation of data communication capabilities for the sharing of information. Additional expenditures for production projects (\$2,400,000) will be needed to acquire more microcomputers (+\$520,000), word processors (+\$550,000), other equipment and software (+\$540,000), and additional contractual manpower support (+\$790,000).

J — MISCELLANEOUS

Account	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Proposed Budget	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Representation	480	625	665	+ 40	106.4
Insurance	444	475	480	+ 5	101.1
Miscellaneous contractual services	2,532	4,587	4,115	- 472	89.7
Sundries	12	(212)	(295)	- 83	
Total	3,468	5,475	4,965	- 510	90.7

Representation All representation expenses incurred on behalf of the Fund are charged to this account, including expenses incurred at the Annual Meeting, at headquarters, and on mission. The increase projected for FY 1985 (+\$40,000) is due mainly to provide for some increases in worldwide prices.

Insurance This account provides for insurance coverage for the following areas of risk: Fund property wherever located, travel accident, travelers' personal effects, workers' compensation, and general and automobile liability. The small increase in costs projected for FY 1985 is on account of slightly higher premiums for property and travel insurance.

Miscellaneous Contractual Services This account provides for the cost of sundry contractual services not mentioned elsewhere. The main reasons for the reduction in estimated cost in FY 1985 are as follows: a more limited staff salary survey, -\$725,000 (\$150,000 in FY 1985; \$875,000 in FY 1984); completion in FY 1984 of the data management study in the Treasurer's Department, -\$454,000; completion of the pensions study, -\$70,000 (\$50,000 in FY 1985; \$120,000 in FY 1984); and reduced moving services in connection with the extension to the headquarters building, -\$85,000 (\$255,000 in FY 1985; \$340,000 in FY 1984). Partially offsetting these reduced costs are significantly higher costs for the following projects: the comprehensive tax review study, +\$110,000 (\$120,000 in FY 1985; \$10,000 in FY 1984); the career streams study, \$105,000 (\$345,000 in FY 1985; \$240,000 in

FY 1985 BUDGET BY OBJECT OF EXPENSE

FY 1984); contractual services for Fund publications and press releases, +\$110,000 (\$163,000 in FY 1985; \$53,000 in FY 1984); an audiovisual program in the External Relations Department (\$100,000); and higher investment and custody fees for the Staff Retirement Plan +\$300,000 (\$2,000,000 in FY 1985; \$1,700,000 in FY 1984). Other services budgeted in this account include contractual translation and interpretation services (\$195,000 in FY 1985; \$155,000 in FY 1984); the study of Executive Directors' remuneration (\$45,000 in FY 1985; \$25,000 in FY 1984); contractual auditing services in support of the External Audit (\$155,000 in FY 1985; \$140,000 in FY 1984); and miscellaneous services for the Annual Meeting (\$142,000 in FY 1985; \$130,000 in FY 1984).

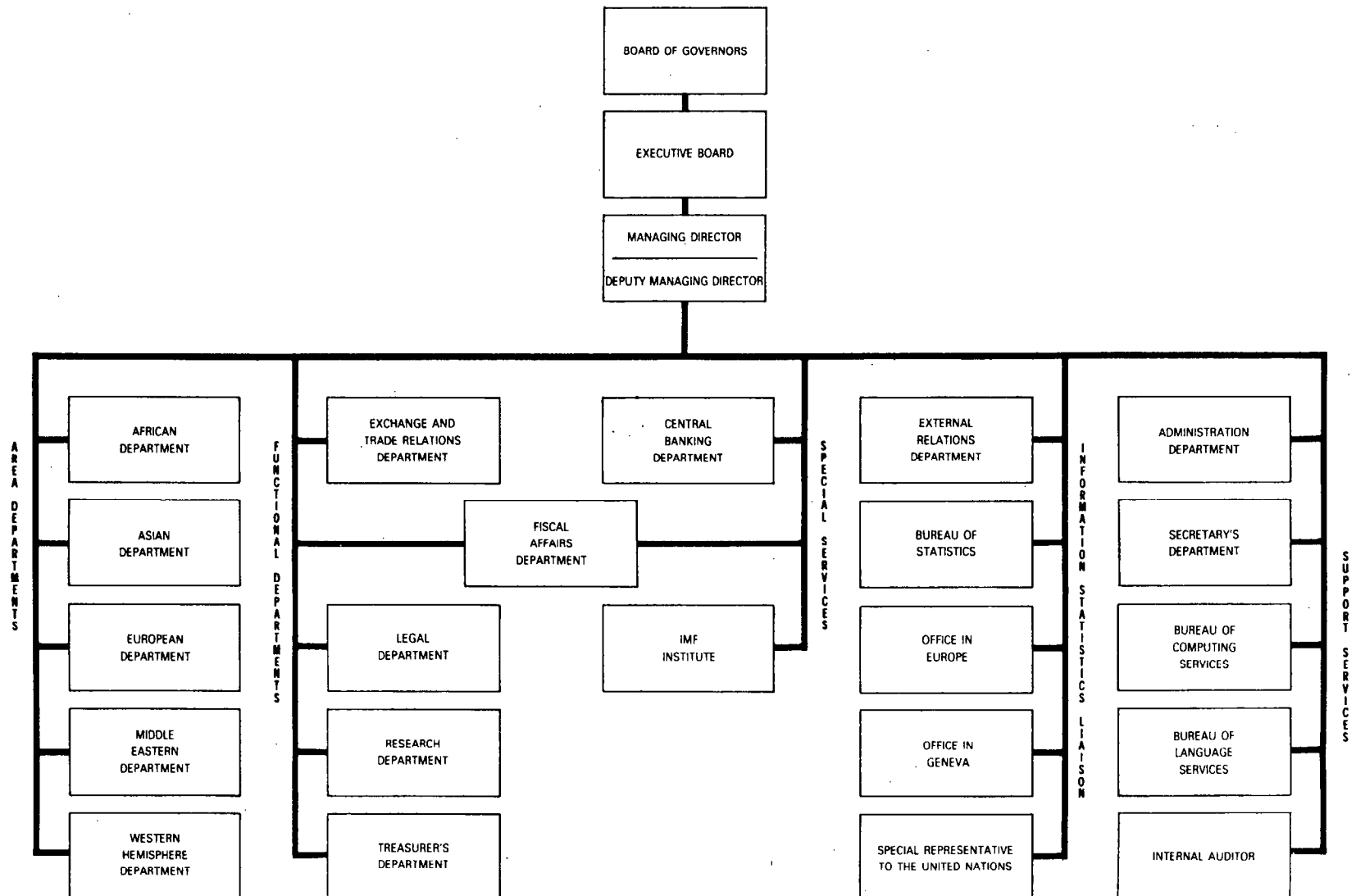
Sundries This account covers miscellaneous expenses not otherwise classified, as well as income from interest-bearing salary advances and discounts taken on purchases of services, supplies and equipment. The proposed budget for FY 1985 includes an estimated income of \$690,000 from interest-bearing salary advances and discounts. It provides \$125,000 for the Fund's share of the third year cost of a three-year agreement with the World Bank and other entities with regard to the Inter-Agency Resident Mission in the Eastern Caribbean; \$111,000 for miscellaneous expenses of the Annual Meeting and the Interim and Development Committees; and \$35,000 for miscellaneous expenses of seminars held abroad and in Washington. Provision is also made, inter alia, for a contribution of up to \$10,000 for financial assistance for the G-IV Children's Coalition in cooperation with other international organizations in the Washington area; for the usual corporate donation to the 1984 United Way Campaign (\$28,500); for the voluntary payment in lieu of tax for the Bretton Woods Recreation Center (\$28,000); and for the annual subscription to the Society for International Development (\$4,000).

Administrative Budget for FY 1985

BUDGET BY UNIT OF ORGANIZATION

INTERNATIONAL MONETARY FUND

CHART OF ORGANIZATION



FY 1985 BUDGET BY UNIT OF ORGANIZATION

Estimated Cost of Each Unit of Organization¹
(In thousands of U.S. dollars)

Unit of Organization	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
Board of Governors ²	2,102	2,590	2,710	+ 120	104.6
Executive Board	16,979	17,360	18,995	+ 1,635	109.4
Management	1,221	1,685	1,675	- 10	99.4
Area Departments					
African Department	11,991	13,980	14,980	+ 1,000	107.2
Asian Department	7,950	8,805	9,395	+ 590	106.7
European Department	8,575	9,415	9,700	+ 285	103.0
Middle Eastern Department	5,700	5,590	5,620	+ 30	100.5
Western Hemisphere Department	10,734	12,130	13,000	+ 870	107.2
Subtotal	44,950	49,920	52,695	+ 2,775	105.6
Functional Departments					
Exchange & Trade Relations Department	8,835	9,730	10,215	+ 485	105.0
Fiscal Affairs Department	11,205	11,990	12,785	+ 795	106.6
Legal Department	3,232	3,535	3,635	+ 100	102.8
Research Department	8,046	8,805	9,770	+ 965	111.0
Treasurer's Department	12,608	15,420	16,490	+ 1,070	106.9
Subtotal	43,926	49,480	52,895	+ 3,415	106.9
Special Service Departments					
Central Banking Department	8,948	10,370	11,025	+ 655	106.3
IMF Institute ²	7,694	9,170	13,175 ³	+ 4,005	143.7
Subtotal	16,642	19,540	24,200	+ 4,660	123.9
Information, Statistics & Liaison					
External Relations Department ²	5,639	6,000	6,620	+ 620	110.3
Bureau of Statistics ²	10,798	12,405	14,075	+ 1,670	113.5
Office in Europe	1,832	1,620	1,725	+ 105	106.5
Office in Geneva	699	805	790	- 15	98.1
Special Representative to UN	283	300	305	+ 5	101.7
Subtotal	19,251	21,130	23,515	+ 2,385	111.2
Support Services					
Administration Department ²	15,448	17,740	17,545	- 195	98.9
Secretary's Department ²	6,948	8,045	9,795	+ 1,750	121.8
Bureau of Computing Services ²	6,274	7,905	11,095	+ 3,190	140.4
Bureau of Language Services	8,098	8,145	8,250	+ 105	101.3
Internal Auditor	869	960	1,030	+ 70	107.3
Subtotal	37,637	42,795	47,715	+ 4,920	111.5
Total	182,708	204,500	224,400	+ 19,900	109.7

¹The cost of the 2 support units has been distributed among the units of the organization on the basis of current and anticipated assignments of Resident Representatives and usage of secretarial support unit staff, respectively.

²Estimates take account of reimbursement by the World Bank for its share of the cost of joint services provided by these units of organization.

³Includes cost of renovation of the Concordia apartments.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

Personnel Ceilings of Departments, Bureaus & Offices

Unit of Organization	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Managing Director	3	—	2	5	—	3	—	2	5
Deputy Managing Director	1	1	—	2	—	1	1	—	2
Subtotal	4	1	2	7	—	4	1	2	7
Area Departments									
African Department	19	56	34	109	+ 4	20	58	35	113
Asian Department	14	26	22	62	—	14	26	22	62
European Department	15	41	27	83	+ 1	15	41	28	84
Middle Eastern Department	12	20	13	45	—	12	20	13	45
Western Hemisphere Department	18	47	32	97	+ 4	18	50	33	101
Subtotal	78	190	128	396	+ 9	79	195	131	405
Functional Departments									
Exchange & Trade Relations Department	16	40	32	88	+ 2	16	41	33	90
Fiscal Affairs Department	15	39	23.5	77.5	+ 1 ¹	16	40	22.5	78.5
Legal Department	10	9	15	34	—	10	9	15	34
Research Department	12	45	23	80	+ 2	12	45	25	82
Treasurer's Department	13	60	57	130	—	12	62	56	130
Subtotal	66	193	150.5	409.5	+ 5	66	197	151.5	414.5
Special Service Departments									
Central Banking Department	7	7	9.5	23.5	—	8	6	9.5	23.5
IMF Institute	9	18	31	58	+ 2.5	10	18	32.5	60.5
Subtotal	16	25	40.5	81.5	+ 2.5	18	24	42	84
Information, Statistics & Liaison									
External Relations Department	8	24	25	57	+ 1	8	26	24	58
Bureau of Statistics	10	57	40	107	+ 3 ²	10	57	43	110
Office in Europe	3	4	8	15	—	3	4	8	15
Office in Geneva	2	1	3	6	—	2	1	3	6
Special Representative to UN	1	—	1	2	—	1	—	1	2
Subtotal	24	86	77	187	+ 4	24	88	79	191
Support Services									
Administration Department	9	70	140	219	+ 4.5 ¹	10	71	142.5	223.5
Secretary's Department	9	27	53.5	89.5	+ 6	9	30	56.5	95.5
Bureau of Computing Services	6	40.5	20	66.5	+ 4	7	40.5	23	70.5
Bureau of Language Services	6	53.5	40.5	100	— ²	5	54	41	100
Internal Auditor	1	6	0.5	7.5	+ 0.5	1	6	1	8
Subtotal	31	197	254.5	482.5	+ 15	32	201.5	264	497.5
Support Group									
Resident Representatives & Advisors	1	24	—	25	+ 1	1	25	—	26
Secretarial Staff	—	—	21.5	21.5	— 0.5	—	—	21	21
Subtotal	1	24	21.5	46.5	+ 0.5	1	25	21	47
Total	220	716	674	1610	+ 36	224	731.5	690.5	1646

¹Takes account of the transfer of 2 library positions from the Fiscal Affairs Department to the Administration Department.

²Takes account of the transfer of 1 translator (editorial officer) position from the Bureau of Statistics to the Bureau of Language Services.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

ADMINISTRATION DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	6,159	6,740	7,046	+ 306	104.5
Other personnel expenses	5,100	4,900	4,810	- 90	98.2
Business travel	310	195	204	+ 9	104.6
Other travel	398	774	727	- 47	93.9
Data processing services	608	862	848	- 14	98.4
Other administrative expenses	2,873	4,269	3,910	- 359	91.6
Total	15,448	17,740	17,545	- 195	98.9

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	4	2	4.5	10.5	—	4	2	4.5	10.5
Administrative Services Division									
Immediate Office	1	1	1.5	3.5	- 0.5	1	1	1	3
Graphics Section	—	7	30	37	—	—	7	30	37
Service and Supply Section	—	13	46	59	+ 1	—	13	47	60
Transportation Section	—	3	5	8	+ 1	—	3	6	9
Subtotal	1	24	82.5	107.5	+ 1.5	1	24	84	109
Budget and Planning Division	1	5	5.5	11.5	—	1	5	5.5	11.5
Recruitment Division ¹	1	8	11.5	20.5	- 9	1	4	6.5	11.5
Staff Benefits Division	1	13	16.5	30.5	—	1	13	16.5	30.5
Staff Development Division	—	—	—	—	+10	1	4	5	10
Joint Fund-Bank Library	1	18	19.5	38.5	+ 2 ²	1	19	20.5	40.5
Staff Total	9	70	140	219	+ 4.5	10	71	142.5	223.5

¹Formerly the Recruiting and Training Division.

²Staff in the Fiscal Affairs Department satellite library who, henceforth, will be administratively part of the Joint Library.

Summary of Functions

The primary functions of the department are to prepare and administer the annual administrative budget, to administer the Fund's personnel programs, to manage the Fund's office buildings and the apartment complex that houses participants in the IMF Institute's courses, and to provide a wide range of administrative and other services. The main areas of responsibility of the divisions are as follows:

Administrative Services Division—Management of the Fund headquarters building and other space occupied by Fund staff and IMF Institute participants; telephone, food, messenger, security, and chauffeur services; procurement; travel arrangements; and printing and other graphics work.

Budget and Planning Division—Preparation of the administrative budget; control of administrative expenses; studies aimed at improving the internal management of the organization; and administration of the Fund's insurance programs.

Recruitment Division—Recruitment and placement of staff, contractual employees, and consultants in consultation with departments.

Staff Benefits Division—Administration of staff benefits, including the Staff Retirement Plan; administrative support for experts and staff in the field; staff relations; and maintenance of leave and personnel records.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

ADMINISTRATION DEPARTMENT

Staff Development Division—Administration of internal personnel policies, including management of human resources; performance and salary reviews; internal vacancy lists; job classifications; mobility; job counselling; career development; and training.

Joint Fund-Bank Library—Development of a collection of printed materials and microforms related to the work of the Fund and the World Bank and its affiliates; provision of information services; circulation of periodicals, newspapers, and bound materials; and procurement of books, periodicals, and newspapers for its own collection as well as for departments in the Fund and the Bank. Costs are shared between the Fund and the Bank roughly in accordance with usage.

Work Program in Calendar Year 1983

During CY 1983, the department was again engaged in several ongoing projects and key policy reviews, over and above its normal day-to-day activities. The extension to the headquarters building (Phase IIa) was completed and, as a follow-up, the department was occupied with the reorganization and allocation of office space and staff movements within the building as well as to the International Square building, where the Bureau of Language Services and the Bureau of Statistics are now accommodated. In addition, the installation of the new Rolm telephone system, which will be completed during FY 1985, and the training of the staff in its use, became a major activity. Other ongoing major projects included the comprehensive compensation survey, which is due for completion by the end of FY 1984, the career streams study, the joint review of the Fund-Bank staff retirement plans, and reviews of the Medical Benefits Plan and the Group Life Insurance Plan. The department also continued work on the revision of General Administrative Orders and the preparation of a new edition of the staff handbook, which is expected to be issued shortly. As was the case in CY 1982, a good deal of time was devoted to automation of administrative and operational systems. In the Joint Library, where automation has progressed the most, the quality of service for users has improved considerably. In other divisions, the preparation of new major projects, such as the administrative budget information system and the procurement system, was also a major activity.

As regards the day-to-day activities of the department, the total number of appointments made were 434, of which 202 were temporary contracts compared with 483 and 276, respectively, in CY 1982. Excluding temporary contracts, there were 167 (155) staff separations. In the staff development area, 888 (871) staff enrolled in the in-service training courses of the Fund, 201 (190) staff members participated in the external individual study programs, and the department conducted 67 (7) long-term assessments of staff members. In the field of staff benefits, 3,055 cases (2,681) were processed, the number of pension benefit calculations was 1,412 (1,404) and 37 (33) staff members retired. Field arrangements were made for 206 (184) technical assistance experts and 28 (25) staff members going on overseas assignments. In the Joint Library, the average monthly work load in 1983 was as follows: 4,191 (4,329 in CY 1982) reference inquiries, 154 (121) data base searches, 1,570 (1,310) periodicals loaned, and 310 (261) volumes borrowed from other libraries. With regard to official travel, the department handled 4,590 (4,120) travel authorizations.

Work Program in Financial Year 1985

The career streams study, the joint review of Fund-Bank staff retirement plans, and the reviews of the Medical Benefits and Group Life Insurance Plans will continue into FY 1985. When completed, the career streams study and the joint review of the Fund-Bank staff retirement plans will generate a heavy follow-up work load. The installation of the Rolm telephone system and office renovations will also continue into FY 1985. Apart from these ongoing projects and the follow-up activities, it is also planned to develop the major automation project to integrate the administrative budget and procurement procedures and to conduct a study on the impact of office automation on organization and staffing in the Fund.

It is proposed to divide the Recruiting and Training Division into a Recruitment Division and a Staff Development Division so as to relieve the chief of the Recruiting and Training Division of part of his very heavy work load and make possible greater attention to staff development, a function which is occupying increasing importance in the Fund. Another organizational change is the transfer of 2 fiscal library positions from the Fiscal Affairs Department to the Joint Library.

As regards the recurring functions of the department, the number of appointments and separations is unlikely to be much different from that of FY 1984. However, in-service training in support of data processing activities and training in the use of new equipment will have to be expanded. It is also expected that staff career development activities, such as long-term assessment appraisals of staff, will require more attention. Furthermore, the addition of a second travel agency is likely to increase the work load of the transportation section.

It is proposed to raise the staff ceiling of the department by 4.5 positions of which 2 would be librarian positions transferred from the Fiscal Affairs Department along with responsibility for administration of the satellite fiscal library. New positions would be added for a chief of the proposed new division, a transportation assistant, a service assistant and a purchasing clerk. These new positions would be partially offset by the abolition of positions for a messenger and a half-time clerk which are no longer needed.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

AFRICAN DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Salaries	4,807	5,668	6,130	+ 462	108.2
Other personnel expenses	4,130	4,361	4,561	+ 200	104.6
Business travel	1,739	2,200	2,338	+ 138	106.3
Other travel	526	597	588	- 9	98.5
Data processing services	26	121	264	+ 143	218.2
Other administrative expenses	763	1,033	1,099	+ 66	106.4
Total	11,991	13,980	14,980	+ 1,000	107.2

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	10	2	16	28	- 1	10	2	15	27
Central African Division	1	5	2	8	- 8	—	—	—	—
East African Division	1	5	2	8	+ 1	1	6	2	9
Equatorial African Division	1	6	2	9	—	1	6	2	9
Mideast African Division	—	—	—	—	+ 8	1	5	2	8
Midwest African Division	1	7	2	10	- 2	1	5	2	8
North African Division	1	6	2	9	- 1	1	5	2	8
North Central African Division	—	—	—	—	+ 9	1	6	2	9
Northwest African Division	—	—	—	—	+ 9	1	6	2	9
South Central African Division	1	6	2	9	—	1	6	2	9
Southeast African Division	1	7	2	10	- 2	1	5	2	8
Southwest African Division	1	5	2	8	+ 1	1	6	2	9
West African Division	1	7	2	10	- 10	—	—	—	—
Staff Total	19	56	34	109	+ 4	20	58	35	113

Summary of Functions

The primary functions of the department are to advise management and the Executive Board on all matters concerning the economies and economic policies of the 45 member countries in the area, to assist in the formulation and execution of Fund policies in relation to these countries, and, along with other departments, to provide them with technical assistance and financial advice. The department also maintains contact with regional organizations in the area.

The divisions of the department are assigned responsibility for relations with member countries as follows:

<i>East African Division</i>	Djibouti, Ethiopia, Kenya, and Somalia.
<i>Equatorial African Division</i>	Central African Republic, Congo, Gabon, Rwanda, and Zaïre.
<i>Mideast African Division</i>	Burundi, Malawi, Tanzania, and Uganda*.
<i>Midwest African Division</i>	Ghana, Guinea-Bissau, Ivory Coast, and Togo*.
<i>North African Division</i>	Algeria, Mali*, Morocco, and Tunisia.
<i>North Central African Division</i>	Chad, Mauritania, Niger, Senegal, and Upper Volta.
<i>Northwest African Division</i>	Cape Verde, The Gambia, Guinea, Liberia*, and Sierra Leone*.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

AFRICAN DEPARTMENT

<i>South Central African Division</i>	Botswana, Lesotho, Zambia*, and Zimbabwe.
<i>Southeast African Division</i>	Comoros, Madagascar, Mauritius, Seychelles, and Swaziland.
<i>Southwest African Division</i>	Benin, Cameroon, Equatorial Guinea, Nigeria, and São Tomé and Príncipe.

*Fund resident representative post assigned in this country from the Support Group.

Work Program in Calendar Year 1983

In 1983, the department conducted 77 missions (66 in 1982). Of the total, there were 37(33) Article IV consultation missions, 20(19) of which were combined with use of resources negotiations or reviews. There were also 38(30) missions concerned exclusively with use of Fund resources and 2(3) technical assistance missions. Other overseas trips such as staff visits and participation in aid donors' conferences, debt rescheduling meetings, consultative groups, and World Bank missions numbered 47(32), including the first major aid donors' conference (Morocco) convened by the Fund. In addition to the negotiations conducted in the host country, 24(25) were held at headquarters in Washington.

New stand-by arrangements were approved for 14(11) member countries, and a new extended arrangement (1) came into effect. With regard to use of Fund resources, 15(15) member countries made drawings in regular credit tranches and 10(8) made drawings under the Special Facilities.

Work Program in Financial Year 1985

It is expected that the work load will be heavier in FY 1985; negotiations with Nigeria for a Fund-supported extended facility are now underway and Namibia, Angola, and Mozambique are all likely to apply for Fund membership. The latter's application is likely to come soon and will place an immediate burden on the staff because it will most probably mean early negotiation for use of Fund resources.

Even with an unchanged number of member countries, it is expected that there will be some increase in the amount of staff mission travel. The department will aim at conducting 38 consultation missions to conform with the Executive Board's desire to accelerate the consultation schedule. Use of Fund resource missions, including more intra-periodic review of programs, are likely to escalate. It is also expected that more staff travel will be involved in connection with meetings aimed at debt rescheduling and exceptional balance of payments assistance for countries concluding stand-by arrangements with the Fund. If possible, more time will be devoted to country analyses and studies and to participation in World Bank missions.

To enable the department to face the anticipated increase in work load, it is proposed to create a tenth division and to add positions for 1 division chief, 2 economists, and 1 secretary.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

ASIAN DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	3,083	3,582	3,702	+ 120	103.4
Other personnel expenses	2,770	2,803	2,826	+ 23	100.8
Business travel	1,058	1,085	1,145	+ 60	105.5
Other travel	455	320	437	+ 117	136.6
Data processing services	48	308	533	+ 225	173.1
Other administrative expenses	536	707	752	+ 45	106.4
Total	7,950	8,805	9,395	+ 590	106.7

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	8	3	6	17	—	8	3	6	17
Division A	1	4	3	8	-1	1	4	2	7
Division B	1	4	2	7	—	1	4	2	7
Division C	1	3	3	7	+1	1	4	3	8
Division D	1	3	3	7	—	1	3	3	7
Division E	1	5	3	9	-1	1	4	3	8
Division F	1	4	2	7	+1	1	4	3	8
Staff Total	14	26	22	62	—	14	26	22	62

Summary of Functions

The primary functions of the department are to advise management and the Executive Board on all matters concerning the economies and economic policies of the 23 member countries in the area, to assist in the formulation and execution of Fund policies in relation to these countries, and, along with other departments, to provide them with technical assistance and financial advice. The department also maintains contact with regional organizations in the area.

The divisions of the department are assigned responsibility for relations with member countries as follows:

Division A Bhutan, India, Nepal**, and Singapore.

Division B Burma, Fiji, and Philippines*.

Division C Korea*, Papua New Guinea, Solomon Islands, and Thailand.

Division D Kampuchea, Lao People's Democratic Republic, Malaysia, Sri Lanka*, and Viet Nam.

Division E Indonesia*, Japan, and Vanuatu.

Division F Bangladesh*, China, Maldives, and Western Samoa.

*Fund resident representative post assigned in this country from the Support Group.

**Fund resident advisor post assigned in this country from the Support Group.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

ASIAN DEPARTMENT

Work Program in Calendar Year 1983

In 1983, the department conducted 37 missions (35 in 1982). Twenty-two of these (21) were Article IV consultation missions, of which 9(8) included discussions on use of Fund resources. Thirteen (12) additional missions were required to negotiate or review economic stabilization programs with seven member countries. There were 3(3) missions to India, arising from the continued participation in policy discussions associated with the extended arrangement; 6(4) missions to the Philippines, reflecting the intensification of staff involvement in fact-finding, analysis and policy discussions in relation to the prospective use of Fund resources; and 4(2) missions to Sri Lanka where the emphasis was on the stance of policies to be pursued for the duration of the current stand-by arrangement. The department also provided 1 staff member each to 2(2) World Bank missions and to 1(3) Article IV consultation mission organized by another area department. In addition, the staff of the department maintained contacts and provided informal policy recommendations through 10(6) informal visits. Background papers and personnel were provided for 6(7) aid group meetings, an IMF Institute course on Banking and Monetary Policy in China, and 2 World Bank seminars on Malaysia and Thailand. The department also participated in the 1983 Dialogue Congress (Western Europe-India) organized by the Austrian College, the Asia and Pacific LDC Roundtable Meeting organized by the UNDP, and maintained relations with Asian regional organizations by sending observers or lecturers to several of their meetings.

During 1983, the Executive Board approved 6(1) stand-by arrangements, 4(4) requests under the compensatory financing facility, and 1(2) request under the buffer stock financing facility; in addition, a third-year program was established under the extended arrangement with India. With regard to the use of Fund resources, 7(1) countries made purchases under the credit tranches, 1(1) country drew under the extended Fund facility, 4(4) under the compensatory financing facility, and 1(2) under the buffer stock facility.

Work Program in Financial Year 1985

The work load in FY 1985 is expected to be at least as heavy as in CY 1983. The department will continue to work closely with member countries in a joint effort to devise policies that would enable them to adjust to the current strains in the world economy. Intensive staff involvement will be required in FY 1985 to review progress under existing programs, to modify and adapt policies to changes in the world economic environment, and to engage in policy discussions with member countries, especially those contemplating the adoption of Fund-sponsored adjustment programs. A sharper focus on trade policy, the issues of debt and debt rescheduling, coordination with official and private creditors, cooperation with the World Bank, and continued policy discussions with Japan, Korea, the Philippines, Sri Lanka, Thailand, and Western Samoa will be among the more demanding tasks. Greater staff involvement in policy discussions with Indonesia is anticipated, especially if the price of crude oil remains weak.

No increase in staff ceiling is proposed in FY 1985.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

CENTRAL BANKING DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	4,887	5,947	6,357	+ 410	106.9
Other personnel expenses	2,438	2,590	2,712	+ 122	104.7
Business travel	255	277	298	+ 21	107.6
Other travel	1,187	1,290	1,366	+ 76	105.9
Data processing services	7	29	40	+ 11	137.9
Other administrative expenses	174	237	252	+ 15	106.3
Total	8,948	10,370	11,025	+ 655	106.3

Personnel Ceilings

	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Staff Total	7	7	9.5	23.5	—	8	6	9.5	23.5

Summary of Functions

The primary functions of the department are (i) to provide technical assistance on a wide range of central banking and related matters, either through the provision of advisory services by departmental staff or through long-term assignments of outside experts; and (ii) to conduct applied research that will provide a basis for assisting developing countries in improving their central and commercial banking activities. Such research is intended to provide close support and interaction with the technical assistance function. The department also collaborates with the World Bank and other international organizations on capital market matters.

In general, departmental staff are assigned either to research activities or to activities related to the recruitment, assignment and monitoring of experts. Advisory services are provided by the entire staff as circumstances require.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

CENTRAL BANKING DEPARTMENT

Work Program in Calendar Year 1983

In 1983, the number of panel expert assignments and the number of expert years on assignment grew rapidly leading to a corresponding need for greater staff support at headquarters. The number of experts assigned was 149 (119 in 1982). A total of 88.1 (77.2) man-years of experts' services were provided to 62 (52) countries and 2 (2) multinational institutions. The increase in expert services reflected the start-up of technical assistance in the external debt area as well as increased demands in the department's traditional areas of assistance.

The department undertook 73 (53) missions, of which 17 (11) were related to advisory services, including assessment of members' needs for technical assistance, 19 (15) were to review the work of experts, and 32 (21) were recruitment missions. In addition, staff members participated in 10 (5) area department missions and 1 (3) World Bank mission. Staff members from the Legal Department participated in 2 (5) CBD missions.

The department completed 8 (12) advisory projects in 1983. Research activities during the year resulted in 3 (3) Departmental Memoranda and 1 (0) Occasional Paper covering subjects related to the department's advisory work. Other activities absorbing substantial amounts of staff time included the seminar on central banking, which was presented for the second time in August 1983, and the data bank which showed considerable progress as summaries of central banking legislation for 125 countries were entered into the system.

Work Program in Financial Year 1985

Technical assistance activities seem certain to expand sharply in FY 1985. All indications are that the rising trend in technical assistance under the traditional program will continue. In addition, the technical assistance program in the external debt area is projected to require a minimum of about 15 expert man-years, compared to only 2.3 man-years in 1983. Altogether, assignments of panel experts are expected to reach a level of 98 man-years in FY 1985. Some increase is also anticipated in the area of advisory activities undertaken by staff.

On the basis of work now under way and planned, an expansion in applied research activities is expected in FY 1985. A conscious effort is being made to strengthen the link between the department's research and advisory work and the work of the area departments.

A new seminar on external debt management is being organized for December 1984 in cooperation with the Institute. Work on the development of the data bank will continue, with detailed information on monetary policy instruments and general banking legislation scheduled to be entered into the data bank in the course of FY 1985.

It is proposed to upgrade an existing economist position to advisor level to strengthen coordination of the technical assistance program in the external debt area.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

EUROPEAN DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	3,610	3,980	4,140	+ 160	104.0
Other personnel expenses	2,863	2,796	2,725	- 71	97.5
Business travel	1,056	1,317	1,388	+ 71	105.4
Other travel	336	333	314	- 19	94.3
Data processing services	112	175	270	+ 95	154.3
Other administrative expenses	598	814	863	+ 49	106.0
Total	8,575	9,415	9,700	+ 285	103.0

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	9	2	6	17	+ 1	9	2	7	18
Word Processing Unit	—	—	2	2	—	—	—	2	2
Central European Division	1	7	3	11	—	1	7	3	11
Eastern European Division	1	10	4	15	—	1	10	4	15
Maritime Division	1	6	3	10	—	1	6	3	10
Northern European Division	1	6	3	10	—	1	6	3	10
Southern European Division	1	5	3	9	—	1	5	3	9
Western European Division	1	5	3	9	—	1	5	3	9
Staff Total	15	41	27	83	+ 1	15	41	28	84

Summary of Functions

The primary functions of the department are to advise management and the Executive Board on all matters concerning the economies and economic policies of 27 member countries (and their overseas parts and territories), and to assist in the formulation and execution of Fund policies in relation to these countries. The department also follows events in Switzerland and the nonmember countries in Eastern Europe as well as developments in the EC and the OECD.

The divisions of the department are assigned responsibility for relations with member countries as follows:

<i>Central European Division</i>	Austria, Germany, Greece, Yugoslavia, and a nonmember country in this geographic area.
<i>Eastern European Division</i>	Hungary, Israel, Romania, Turkey, and various nonmember countries in this geographic area.
<i>Maritime Division</i>	Australia, Ireland, New Zealand, South Africa, the United Kingdom, and dependent overseas territories.
<i>Northern European Division</i>	Denmark, Finland, Iceland, Norway, and Sweden.
<i>Southern European Division</i>	Cyprus, Italy, Malta, Portugal, and Spain.
<i>Western European Division</i>	Belgium, France (including dependent overseas territories), Luxembourg, and the Netherlands (including the Netherlands Antilles).

FY 1985 BUDGET BY UNIT OF ORGANIZATION

EUROPEAN DEPARTMENT

Work Program in Calendar Year 1983

In 1983, the amount of staff time devoted to the negotiation or the review of financial programs with Eastern European member countries and Portugal continued to increase and an additional effort was made to catch up with the required frequency of consultation missions.

The department conducted 76 missions (58 in 1982). Of the total, there were 28 (17) Article IV consultation missions, 5 (2) of which were also concerned with the use of Fund resources. In addition, 47 (39) missions were undertaken to discuss exclusively the use of Fund resources. Departmental staff also participated in 1 (2) World Bank mission. Other business travel, which included informal visits to member and nonmember countries (Switzerland), attendance at seminars, and visits to commercial banks were cut almost in half from last year's level (from 464 to 251 days) because of the increased work pressure in other activities.

With regard to the use of Fund resources, programs were in effect for 4 (5) stand-by arrangements and 1 (3) compensatory financing facility. Five (5) countries made purchases under the credit tranches, and 1 (4) country drew under the special financing facilities.

Work Program in Financial Year 1985

Operational work with countries which have a financial program with the Fund will continue to be a heavy drain on the manpower resources of the department. In varying degrees, but particularly in the case of Yugoslavia, operational work now takes the form of regular, quarterly, or more frequent, visits; in addition, the department has to attend, and sometimes chair and organize, a whole series of meetings with commercial banks and intergovernmental groups, which adds considerably to the burden on the staff. Although it is uncertain whether new stand-by arrangements will go into effect in FY 1985 with countries which at present do not have such arrangements, recent experience shows that it is essential for the department to be fully prepared for such activity in advance.

The high level of consultation work reached in CY1983 will have to be maintained and, if possible, a greater investment will have to be made in supporting work involving persistent efforts to keep abreast of developments in member countries and analytical work designed to explore the significance of particular developments.

It is proposed to add 1 secretarial position in FY 1985.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

EXCHANGE AND TRADE RELATIONS DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	3,604	4,157	4,429	+ 272	106.5
Other personnel expenses	2,989	3,003	2,970	- 33	98.9
Business travel	1,205	1,203	1,278	+ 75	106.2
Other travel	310	356	341	- 15	95.8
Data processing services	61	147	274	+ 127	186.4
Other administrative expenses	666	864	923	+ 59	106.8
Total	8,835	9,730	10,215	+ 485	105.0

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	9	1	7	17	+ 1	9	1	8	18
Consultation Practices Division	1	5	2	8	—	1	5	2	8
Exchange Restrictions Division	1	5	6	12	—	1	5	6	12
External Finance Division	1	6	4	11	—	1	6	4	11
International Capital Markets Division	1	7	4	12	—	1	7	4	12
Stand-By Operations Division	1	5	3	9	+ 1	1	6	3	10
Stand-By Policies Division	1	6	4	11	—	1	6	4	11
Trade and Payments Division	1	5	2	8	—	1	5	2	8
Staff Total	16	40	32	88	+ 2	16	41	33	90

Summary of Functions

The main functions of the department are to assist the area departments in formulating financial stabilization programs supported by use of the Fund's resources and in reviewing these programs; in cooperation with other departments, to review policies on use of the Fund's resources; to coordinate practices and procedures with respect to regular consultations; to contribute to the development of policies and procedures for effective surveillance of exchange rate policies; to prepare papers on exchange rate practices, exchange restrictions, bilateralism, and controls over capital movements; to draft the *Annual Report on Exchange Arrangements and Exchange Restrictions*; to develop and coordinate information on external debt and debt services of member countries; to assess developments and prospects in international banking and bond markets; to develop information on commercial policies and act as liaison with the GATT; and to coordinate the Fund's relations with the World Bank, the Development Committee, the OECD, the ECOSOC, the UNCTAD, the Berne Union, the ILO, and UN regional agencies.

The responsibilities of the divisions are as follows:

Consultation Practices Division—Guidelines for the conduct of regular consultations; policy papers on surveillance of exchange rate policies; analyses of exchange rates.

Exchange Restrictions Division—Reports on exchange and trade systems and restrictive practices; preparation of Part 1 of the *Annual Report on Exchange Arrangements and Exchange Restrictions*.

External Finance Division—Fund policy with regard to external debt management, including working with other agencies; matters relating to the Development Committee.

International Capital Markets Division—Analyses of developments in international capital markets; contacts with private lending sources.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

EXCHANGE AND TRADE RELATIONS DEPARTMENT

Stand-By Operations Division—Uniformity of treatment and application of conditionality with respect to specific current stand-by programs.

Stand-By Policies Division—Policy papers and studies concerning the general application of conditionality.

Trade and Payments Division—Information on commercial policies; contacts with the GATT, the UNCTAD, and regional agencies, particularly with regard to balance of payments and trade restrictions.

Work Program in Calendar Year 1983

A central function of the department is to assist the area departments in their work with member countries. In 1983, staff of the department participated in 154 consultation and use of Fund resources missions (138 in 1982) and 85 missions related to other country matters (91 in 1982); 6 (12) of these missions were headed by ETR staff.

As a result of the difficult economic situation of many member countries and the rise in the number of stand-by and extended arrangements, often associated with debt restructurings, the operational work of the department intensified during the year. This has also required preparation of papers for the Executive Board dealing with the supporting policies, including the application of conditionality, external debt management and debt restructuring, and the policy on enlarged access to the Fund's resources.

Following the 1983 surveillance review, new procedures were introduced to ensure the timely completion of Article IV consultations; these have resulted in a sharp increase in the number of such consultations. Other improvements have included the establishment of a system of information notices on effective exchange rate developments and focusing of increased attention on trade matters in consultation reports. A paper reviewing payments arrears was prepared. Work continued on reviewing exchange systems and monitoring international capital market and trade developments. A trade liberalization initiative was explored in close consultation with the GATT, and papers were prepared for the Development Committee.

Work Program in Financial Year 1985

The need for a flexible and timely response to changes in the difficult economic positions of many members and the uncertainties attached to developments in the world economy and international capital markets are likely to dominate the work of the department in FY 1985. In addition to the heavy load of operational work connected with Article IV consultations and the negotiation and monitoring of Fund programs and meetings with creditors, work on the further improvement of conditionality will continue. Under the Executive Board's guidance, this will include a study of prolonged and repeated uses of Fund credit, and a conditionality review which (while centered on 1982 arrangements) will be more broadly based than in the past.

Towards the end of CY 1984, a review of the enlarged access policy in the light of the prevailing adjustment and financing needs will be prepared. Priority attention will be given to the policy aspects of external indebtedness. Contacts with commercial banks will remain at a high level, both in connection with debt restructurings and the monitoring of international capital market developments. Other matters to be treated in FY 1985 will include a review of surveillance, and studies of forward exchange rate regimes and capital controls. Collaboration with the GATT will be intensified in the context of the further development of the trade liberalization initiative.

To enable the department to handle the anticipated increase in work load, it is proposed to add 1 economist position and 1 secretarial position in FY 1985.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

EXTERNAL RELATIONS DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	2,055	2,266	2,380	+ 114	105.0
Other personnel expenses	1,654	1,633	1,600	- 33	98.0
Business travel	198	152	155	+ 3	102.0
Other travel	201	246	255	+ 9	103.7
Data processing services	125	366	462	+ 96	126.2
Other administrative expenses	1,406	1,337	1,768	+431	132.2
Total	5,639	6,000	6,620	+620	110.3

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	5	1	4	10	+ 1	5	3	3	11
Publications Unit	—	1	10	11	—	—	1	10	11
Current Publications Division	1	4	4	9	—	1	4	4	9
Editorial Division	—	10	2	12	—	—	10	2	12
Information Division	1	4	3	8	—	1	4	3	8
Finance & Development Office	1	4	2	7	—	1	4	2	7
Staff Total	8	24	25	57	+ 1	8	26	24	58

Summary of Functions

The main functions of the department are to advise management and other departments on the Fund's relations with nongovernmental entities; to foster improved public understanding of the Fund; to conduct relations with the media and to provide for press arrangements in connection with meetings of Governors and their committees; to arrange seminars for the media, academics, research institutes, and other public interest groups and to assist in coordinating speaking engagements for management and staff; to provide a drafting capability for management; to edit, publish, and distribute Fund publications and to provide editorial services for the Fund as a whole; to review and clear material proposed by staff for outside publication and delivery; and to organize and conduct briefings for Fund visitors. Other functions include informing management, the Executive Board, and the staff of news developments in areas of Fund interest through issuance of a daily news digest and other means, to produce a monthly newsletter for the staff, and to distribute SDR rates daily.

The main responsibilities of the various parts of the department are as follows:

Information Division—Conducting relations with the media; providing press arrangements for meetings of Governors; organizing outside lecturing and speechmaking, and handling visits by nonofficial groups and individuals; arranging seminars for the media, academics, and other public interest groups; drafting and publishing press releases.

Current Publications Division—Producing the twice-monthly *IMF Survey* in 3 languages; drafting and producing the monthly newsletter, *IMF Memorandum*, in 4 languages and other general information material, such as leaflets and booklets, in a number of languages.

Editorial Division—Drafting material for publication and editing and/or processing most Fund publications, including the *Annual Report of the Executive Board*, the *Annual Report on Exchange Arrangements and Exchange Restrictions*, *Summary Proceedings*, *Staff Papers*, the Pamphlet series, Occasional Papers, and books; providing editorial services to Fund departments.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

EXTERNAL RELATIONS DEPARTMENT

Publications Unit—Distributing, selling and promoting Fund publications; compiling and maintaining subscription lists; invoicing and processing payments for publications.

Finance & Development Office—This office is responsible for editing, publishing, and supervising the distribution of the quarterly publication, *Finance & Development*, which is published jointly with the World Bank in 6 languages.

Work Program in Calendar Year 1983

The Fund's involvement in a number of indebted member countries, the then pending quota legislation, and uncertainties about the Fund's liquidity position generated high public interest in all aspects of the Fund's work in 1983. As a result, the focus of the department's efforts shifted from making the Fund better understood in developing countries concerned about adjustment programs to meeting criticism in major creditor nations about the Fund's response to debt problems, its relations with commercial banks, and the impact of its policy recommendations on the prospects for world recovery. In support of these activities, the department increased its information activities in 1983 via 39 press conferences and briefings (37 in 1982) and 97 (100) press releases, along with 88 (59) short seminars at headquarters for groups of visitors. Approximately 12,600 (8,000) personal and telephone contacts with the press and an estimated 360 (250) background interviews were arranged with senior staff members and management. Articles and speeches reviewed for publication and delivery outside the Fund numbered 120 (117). In addition to the 6 (5) information missions conducted in 1983 at which 470 (400) journalists were contacted, 2 seminars were organized for nonofficials, one each in Chile and Austria, which were attended by a total of 85 participants.

The department continued to publish the daily news digest, *Morning Press*; a monthly newsletter, *IMF Memorandum*, which is distributed in English, French, German, and Spanish and received by 2,260 journalists in 99 countries; the *IMF Survey* which at the end of 1983 had a circulation outside the Fund and the World Bank of 14,900 in English (16,250 in 1982), 4,000 (4,500) in French, and 3,900 (4,250) in Spanish. *Finance and Development*, a Fund-World Bank quarterly journal with circulation at the end of 1983 of 117,500 (119,000 at the end of 1982), in addition to the 6 regular language editions, published a Chinese selection of articles for distribution mainly within China. Expansion of the publication to 56 pages per issue was accompanied by the addition of a number of new features, including *guest articles* and *interviews with senior staff* and the production of two reprints of articles, in booklet form, on external debt and education.

The department also published *The Fund and China in the International Monetary System*, a 200-page book on proceedings of the Colloquium held in China in 1982; *International Money and Credit: The Policy Issues*, the product of an Executive Board seminar on SDRs; and *Government Budgetary and Expenditure Controls: Theory and Practice*, a 540-page book offering a comprehensive review of fiscal policies and their implications for budgeting and expenditure controls. In addition, the department assisted in the editing, presentation and publication of the *Annual Report of the Executive Board*, the *Annual Report on Exchange Arrangements and Exchange Restrictions*, 4 issues of *Staff Papers* and 8 Occasional Papers including the 1983 World Economic Outlook, the latter showing a 45 percent increase in sales in 1983 to over 10,400 copies.

Work Program in Financial Year 1985

In FY 1985, the major emphasis will be on strengthening and enlarging press contacts, undertaking up to 3 seminars for nonofficials and inaugurating the new IMF Visitors' Center with an active public affairs program for the metropolitan Washington area, including development of an audiovisual program. In press relations, a total of 7 colloquia/briefings are tentatively scheduled for FY 1985 in addition to 6 information missions to various parts of the membership.

Major publishing projects in FY 1985 include: the publication of the Fund History, 1972-78 in three volumes; a collection of essays on taxation, inflation, and interest rates; another collection of papers on public enterprises; a book on incomes policy carried over from FY 1984; a second volume of essays on *Legal and Institutional Aspects of the International Monetary System*; additional seminar volumes; 2 *Financial Policy Workshops* (Colombia and Ivory Coast in Spanish and French, respectively); about 10 Occasional Papers including 3 on the exchange rate system and others on international capital markets, small tropical island countries, and African adjustment programs; a revised edition of the pamphlet (No. 37) on the Fund and a new pamphlet dealing with the financial structure of the Fund. *Finance and Development* will mark its twentieth anniversary with the June 1984 issue, which will include a series of articles written by past and present senior members of the Fund and Bank staff. A second Chinese selection has been authorized along with a study of advertising prospects and possible selective promotion of various language editions.

It is proposed to add 1 position for an assistant to the officer who is responsible for U.S. Congressional relations.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

FISCAL AFFAIRS DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	5,422	5,914	6,505	+ 591	110.0
Other personnel expenses	3,411	3,360	3,414	+ 54	101.6
Business travel	969	1,014	1,073	+ 59	105.8
Other travel	756	720	768	+ 48	106.7
Data processing services	49	126	154	+ 28	122.2
Other administrative expenses	598	856	871	+ 15	101.8
Total	11,205	11,990	12,785	+ 795	106.6

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	9	2	9.5	20.5	- 1 ¹	10	1	8.5	19.5
Budget and Expenditure									
Control Division	1	6	2	9	—	1	6	2	9
Fiscal Review Division	1	7	2	10	—	1	7	2	10
Government Expenditure									
Analysis Division	1	5	3	9	+ 1	1	6	3	10
Special Fiscal Studies									
Division	1	5	3	9	+ 1	1	6	3	10
Tax Administration Division	1	6	2	9	—	1	6	2	9
Tax Policy Division	1	8	2	11	—	1	8	2	11
Staff Total	15	39	23.5	77.5	+ 1	16	40	22.5	78.5

¹ Takes account of the transfer of the satellite fiscal library and its two staff positions to the Joint Library (Administration Department).

Summary of Functions

The primary functions of the department are to provide fiscal economists for Fund missions which are likely to confront important public finance problems; to review fiscal aspects of Fund programs and country papers; to provide technical assistance to member countries on public finance matters; and to conduct research which will provide a basis for advice on country problems. Other functions include presenting the Public Finance courses and helping with other courses offered by the IMF Institute; collaborating with the Bureau of Statistics and area departments in developing improved government finance statistics; and collaborating with the World Bank and other international organizations on public finance matters. Staff members from the Immediate Office and the divisions are involved in all the major functions. The special responsibilities of the divisions are as follows:

Budget and Expenditure Control Division—Administrative aspects of budget preparation and execution, including expenditure controls, fiscal recording, accounting, and auditing.

Fiscal Review Division—Support of departmental staff assigned to Fund missions; review of fiscal aspects of Fund programs, coordination of the department's advice to Fund missions.

Government Expenditure Analysis Division—Empirical and analytical studies designed to assist Fund and Bank missions in assessing government expenditure policies in member countries.

Special Fiscal Studies Division—Macroeconomic studies of fiscal policies with emphasis on relationships between fiscal policy and the balance of payments and between fiscal and monetary policies; studies of special topics in public finance; coordination of the department's contribution to the World Economic Outlook.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

FISCAL AFFAIRS DEPARTMENT

Tax Administration Division—Organization and procedures for assessment and collection of taxes and customs duties.

Tax Policy Division—Studies on the economic effects and revenue potential of different taxes designed to assist in the use of tax policy in the stabilization programs.

Work Program in Calendar Year 1983

In 1983, the department was faced with an unprecedented increase in the number of requests for participation in area department missions. Although many of them could not be met, FAD staff participated in 101 missions (80 in 1982), of which 20 were Article IV consultations and 73 (62) were concerned with the use of Fund resources. The increase in the number of the latter imposed an especially heavy burden on the department's resources because the negotiation process for Fund financial assistance has become even more complex and time consuming. Work load statistics show that resources devoted to mission work increased from 15.3 man-years in 1982 to 18.2 man-years in 1983. The geographical distribution of missions has also changed during the year. As in previous years, half of the missions were to African Department countries but the distribution of the rest—among Asian, European, Middle Eastern, and Western Hemisphere countries—was markedly different. Thus, missions to Western Hemisphere countries doubled from 10 in 1982 to 20 in 1983, including those to countries (Argentina and Mexico) where particularly intense and time-consuming negotiations have taken place. In 1983, FAD staff also participated in 4 World Bank missions. While this was twice as many as in 1982, in man-years the department's participation remained at the 1982 level (1.0 man-year).

The provision of technical assistance to member countries continued to be a major activity of the department. In 1983, assistance was given to 51 (48) countries involving 43.7 (42.8) man-years, of which 11.4 (11.3) were staff time and 32.3 (31.5) were panel experts' time. While staff time devoted to technical assistance was virtually the same in 1982 and 1983, the trend observed over a longer period shows that FAD staff participation in short-term technical assistance missions is gradually decreasing while there is a greater use of panel experts. This situation has arisen, because of the mounting number of other pressing demands on staff time, and because of an increase in the number of requests for highly specialized technical advice, e.g., on computer use in tax administration.

Staff time devoted to research amounted to 4.8 (8.0) man-years during the year and resulted in 21 (19) Departmental Memoranda and 5 (6) Working Papers covering subjects which are of primary importance to the Fund's operational and technical assistance activities and/or interest to the management and the Executive Board. This level of research output was made possible by both an increased participation of visiting scholars in the department's research program and the high productivity of research assistants. Research activities included analyses and studies on such subjects as the tax systems and policy objectives in developing countries; the relationship between inflation, taxation, and interest rates; fiscal deficits and balance of payments disequilibrium in Fund adjustment programs; fiscal trends and issues in centrally planned economies; analysis of government expenditures in selected sectors; and evaluation of public enterprises' performance. In addition, the department's contribution to the World Economic Outlook grew substantially.

In 1983, FAD staff conducted 2 (2) Public Finance courses. In addition, the department provided lecturers for several other courses organized by the IMF Institute. The number of sessions given by FAD staff amounted to 128 (136), and the time involved in preparing for the courses and leading the sessions totaled 2.0 (1.5) man-years. This included preparation for the Seminar on Budgeting and Expenditure Control given in French in January 1984.

Work Program in Financial Year 1985

The outlook for 1984 is that there will be no diminution in the number of countries making use of Fund resources. Therefore, operational and country work will continue at a high level. As in the past, the department will again fully assume its share in the work load increase associated with mission work. With regard to World Bank missions, an effort will be made to correct the present situation of a very low level response to numerous requests for FAD participation.

The technical assistance work load of the department can be expected to rise to 49.5 man-years in FY 1985 (12.5 staff; 37.0 panel), compared with 43.7 man-years in 1983 (11.4 staff; 32.3 panel). The continuing rising trend largely reflects the department's aim of trying to play its full role in assisting member countries to prepare and carry out realistic fiscal adjustment measures.

It is planned to add 3 new positions in FY 1985: 1 advisor position to strengthen the department's technical assistance capability at the senior level and 2 economist positions to meet the increased demands for participation in area department missions and to reinforce the department's own participation in technical assistance work. These increases will be partially offset by the transfer of responsibility for the Fiscal Library and its 2 staff to the Joint Library.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

IMF INSTITUTE

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	2,196	2,493	2,661	+ 168	106.7
Other personnel expenses	2,627	2,771	2,820	+ 49	101.8
Business travel	206	153	155	+ 2	101.3
Other travel	1,509	1,998	1,919	- 79	96.0
Data processing services	26	80	183	+ 103	228.8
Other administrative expenses	1,130	1,675	5,437 ¹	+ 3,762	324.6
Total	7,694	9,170	13,175	+ 4,005	143.7

¹Includes estimated cost of renovating the Concordia apartments.

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	4	1	4	9	+1	5	1	4	10
Administrative Division	1	3	19	23	+1	1	3	20	24
English Division	1	5	3	9	—	1	5	3	9
External Training Division	1	2	1	4	+0.5	1	2	1.5	4.5
French Division	1	3	2	6	—	1	3	2	6
Spanish Division	1	4	2	7	—	1	4	2	7
Staff Total	9	18	31	58	+ 2.5	10	18	32.5	60.5

Summary of Functions

The main function of the Institute is to provide technical assistance, with the cooperation of other departments, by conducting courses for officials employed by financial agencies of member countries, particularly developing ones. The courses deal with the following areas: financial analysis and policy, financial programming and policy, techniques of economic analysis, balance of payments methodology, public finance, and government finance statistics. In addition to its program of courses, the Institute gives short seminars for high-level officials on balance of payments management, budgeting and expenditure control, central banking, the role of the Fund in the international monetary system, and external debt management. Other activities include a program of special seminars in member countries and collaboration with the training institutes of national and regional organizations.

The responsibilities of the divisions are as follows:

Administrative Division—Process applications for admissions to courses and organize seminars; provide administrative support services for participants; draw up and implement a program of social activities for participants; maintain the Institute's library and organize the reproduction and distribution of course-related documents and materials.

English, French, and Spanish Divisions—Prepare teaching material for, and conduct, the courses in Financial Analysis and Policy, Financial Programming and Policy, and Techniques of Economic Analysis; organize the courses in Balance of Payments Methodology, Public Finance, and Government Finance Statistics, and the seminars on Balance of Payments Management, Central Banking, and Fund Policies and Procedures. The courses are given in the language corresponding to the division.

External Training Division—Provide lecturing assistance to national and regional training institutes; conduct special training missions in member countries as a supplement to the courses organized at the Fund's headquarters; provide additional training for individual participants, either before or after the regular courses, as needed.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

IMF INSTITUTE

Work Program in Calendar Year 1983

In 1983, the Institute gave 11 courses (11 in 1982): 2 on Techniques of Economic Analysis (1 in English, 1 in French); 2 on Financial Analysis and Policy (1 in English, 1 in Spanish); 2 on Financial Programming and Policy (1 in English, 1 in French); 2 on Balance of Payments Methodology (in English), in cooperation with the Balance of Payments Division of the Bureau of Statistics; 2 on Public Finance (1 in English, 1 in French) in cooperation with the Fiscal Affairs Department; and 1 on Government Finance Statistics (in French) in cooperation with the Government Finance Statistics Division of the Bureau of Statistics. In addition to the above courses, the Institute presented 2 seminars at headquarters (3 in 1982) and 2 seminars in member countries (2 in 1982), as follows: 1 on The Role of the Fund in the International Monetary System (in English); 1 on Central Banking (in English) in cooperation with the Central Banking Department; and 2 external seminars on Analytical Methods and Country Policy Issues, held respectively in Barbados and Egypt. An external course on Banking and Monetary Policy was also held in China. In total, 412 participants out of 1,100 applicants attended the courses and seminars at headquarters (423 participants in 1982 out of 998 applicants), including 14 non-English-speaking Arabic participants who attended the English course in Financial Analysis and Policy and Techniques of Economic Analysis under the Arabic translation and interpretation arrangement. The external training program reached 90 participants in its second year of operation.

While CY 1983 was a year of consolidation with the training program maintained at CY 1982 levels, a number of new elements were introduced. The Arabic language arrangement was extended to the Techniques of Economic Analysis course and a new seminar, on The Role of the Fund in the International Monetary System was given for the first time. Also, the existing series of workshops on Kenya were updated, teaching material and discussion papers for the 3 country courses/seminars were prepared and delivered and a new workshop series, using Thailand as a case study country, was developed. In addition, steps were taken to investigate the possibilities of producing audiovisual and computer-assisted teaching material. There was also a significant expansion in technical assistance offered to certain African training centers such as the African Center for Monetary Studies and the Centre Ouest Africain de Formation et d'Etudes Bancaires (COFEB).

Work Program in Financial Year 1985

In addition to the 3 courses which started in FY 1984, the Institute plans to offer 10 courses and 2 seminars at headquarters and 4 seminars in member countries. Those at headquarters will be: 1 course on Techniques of Economic Analysis (in English); 3 courses on Financial Analysis and Policy (1 in English, 1 in French, and 1 in Spanish); 1 course on Financial Programming and Policy (in English); 1 course on Balance of Payments Methodology (in Spanish); 3 courses on Public Finance (1 in English, 1 in French, 1 in Spanish); 1 course on Government Finance Statistics (in Spanish); 1 seminar on The Role of the Fund in the International Monetary System (in English); and 1 seminar on External Debt Management (in English). External training which will expand slightly in FY 1985 will be as follows: 3 two-week seminars, 1 each in Nepal (scheduled for May 1984), Hungary (scheduled for September 1984) and the Dominican Republic (scheduled for November 1984), and 1 one-week seminar in Uganda (scheduled for January-February 1985).

The department will also undertake preparatory work to replace the current arrangement under which Arabic-speaking participants are attached to English language courses with a separate Arabic language course. The first course in Arabic will be Techniques of Economic Analysis which is scheduled for the second half of CY 1985. Resources will also be devoted to the completion of the review and update of workshops initiated in FY 1984 and review of other teaching materials, particularly those for the Financial Analysis and Policy courses. External training and technical assistance for national and regional training institutes abroad will be maintained at more or less the same level as in FY 1984.

To carry out the planned work program, it is proposed to raise the staff ceiling of the department by 2.5 positions including a senior position, as follows: an upgrading of an economist position to senior level; an administrative clerk in connection with the expansion of training in the Arabic language as mentioned above; an economist in the English division so as to make possible a lower participant/counsellor ratio in the workshops and to develop audiovisual teaching aids; and a half-time secretary for the External Training Division.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

LEGAL DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	1,415	1,591	1,646	+ 55	103.5
Other personnel expenses	1,172	1,150	1,115	- 35	97.0
Business travel	103	111	117	+ 6	105.4
Other travel	116	134	123	- 11	91.8
Data processing services	23	54	116	+ 62	214.8
Other administrative expenses	403	495	518	+ 23	104.6
Total	3,232	3,535	3,635	+ 100	102.8

Personnel Ceilings

	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Staff Total	10	9	15	34	—	10	9	15	34

Summary of Functions

The principal functions of the Legal Department include:

Advising on all legal matters germane to the Fund and drafting formal documents and memoranda. Legal advice is provided to members, the organs and committees of the Fund, management, individual Governors and Executive Directors, other international organizations, and to Fund staff at headquarters, in offices abroad, or on missions. Specific duties in connection with this function are: (i) interpretation of the Articles of Agreement and all other legal texts of the Fund; (ii) preparation of resolutions of the Board of Governors, By-Laws, Rules and Regulations, decisions of the Executive Directors, borrowing and other agreements, and reports of the Fund; (iii) preparation of amendments of the Articles of Agreement and of other legal texts, and commentaries on them; (iv) formulation of recommendations on the policies of the Fund; (v) advice on legal questions arising from the conduct of the Fund's business, including transactions and operations in gold, currencies, and special drawing rights; financial services performed by the Fund, including the administration of resources contributed by members; and relations of the Fund with its members and with other international organizations; (vi) surveillance of the compliance by members with the law and policies; (viii) advice on legal aspects of the internal organization and administration of the Fund, including elections of Executive Directors, privileges and immunities of the Fund and its officials, the Staff Retirement Plan, collaboration in drafting General Administrative Orders and their interpretation, and contracts of the Fund (including building contracts); (ix) collaboration with international organizations and other bodies on legal projects of interest to the Fund; and (x) provision of legal information about the Fund and international monetary law in answer to inquiries from outside the Fund.

Providing technical assistance to other international organizations and, in collaboration with other departments, to member countries in the drafting of legislation and implementing regulations in the fields of foreign exchange, central and other banking, taxation, and similar matters.

Country assignments are made, subject to rotation, to specific staff, while other work is assigned on the basis of staff availability.

The department also maintains a Law Library and all legal documentation necessary for the legal work of the Fund.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

LEGAL DEPARTMENT

Work Program in Calendar Year 1983

During 1983, the Legal Department continued its extensive involvement in the activities of the Fund. In several significant areas, the department was responsible for the associated legal work, and contributed a substantial share of the work for several projects. On a continuing basis, the department provided legal advice touching on practically all of the Fund's activities.

In 1983, extensive legal work was performed in connection with the following developments:

(a) The formulation, consideration and adoption of several Fund decisions on the use of the Fund's resources, in association with the coming into effect of the Eighth General Review of Quotas. This work required the preparation of numerous staff memoranda and Executive Board papers. In this respect, the department was primarily responsible for the drafting of decisions on the extension of, and access limits under, the Enlarged Access Policy, on the access limits under the special facilities, and on the rate of remuneration and related matters, thus giving effect to the consensus reached by the Interim Committee in September 1983. This work also involved the elaboration of contingency arrangements for the Fund's operations in the period immediately preceding the effectiveness of the Eighth General Review of Quotas.

(b) The drafting and negotiation of a number of borrowing agreements of the Fund. These agreements included the revised and enlarged General Arrangements to Borrow (GAB), the borrowing agreement for the association of Saudi Arabia with the GAB, and the agreements with the Bank for International Settlements (BIS) and various central banks for a total of SDR 6 billion to enable the Fund to continue its financing of purchases under the Enlarged Access Policy.

(c) The analysis of members' rights and obligations in several respects, including the Fund's relations with members that are not current in their financial obligations to the Fund, and the situation of members that have made purchases under stand-by or extended arrangements on the basis of erroneous data.

(d) Various SDR matters, including the simplification of operations in SDRs, the change in method of calculating and payment of interest on SDR holdings, and the potential expansion of the uses of the SDR.

Throughout 1983, the department advised on relations between the Fund and members, and the interpretation and application of the Fund's policies on a continuing basis. This activity absorbed over one third of the department's staff time, reflecting the continued high number of arrangements, reviews, and consultations, and required the rendering of regular legal opinions as well as the drafting of Executive Board decisions and various Fund documents and communications.

The department continued to analyze and advise on other legal issues, including questions related to the drafting and application of general administrative orders and other administrative matters.

In the course of 1983, the Legal Department's activities in connection with technical assistance continued at a high level. As in the past, this assistance was provided by the department both in conjunction with other departments, in particular the Central Banking and Fiscal Affairs Departments, and separately. The department also provided expert assistance in connection with the preparation of draft agreements by various international official and semi-official bodies relating to economic, monetary and financial law. At the same time, the department continued to explain the law and practice of the Fund, including recent changes, to the officials of member governments and international organizations, banks, the legal profession, academics, and other professional groups. In pursuit of these activities, staff participated in seminars and delivered speeches to international law bodies, universities and bar associations.

Work Program in Financial Year 1985

The outlook for the year ahead is for a sustained work load and a crowded schedule that will continue to impose heavy demands on the members of the Legal Department. Among major items that will require intensive attention are: (i) the implementation of the recent decisions by the Executive Board on the use of the Fund's resources, including the updating of the texts of stand-by and extended arrangements; (ii) the formulation of policies and procedures to be used to determine members' compliance with performance criteria contained in arrangements; (iii) the identification of suitable principles to deal with the problem of noncompliance with financial obligations to the Fund; (iv) the examination of the Fund's role in connection with the settlement of debt disputes between members; (v) some SDR matters, including various aspects of a possible allocation of SDRs during the current basic period and the potential use of the SDR in nonofficial transactions; and (vi) work relating to further borrowing by the Fund.

In terms of the allocation of staff time, additional resources would need to be devoted to legal work on country and operational matters, on stand-by and extended arrangements, including periodic reviews under them, the conduct of regular consultation with members of the Fund, and on a variety of related issues. The demands on the department for technical assistance are likely to continue at a high level, and in order for the department to perform these functions properly, additional resources will need to be devoted to this activity.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

MIDDLE EASTERN DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	2,281	2,233	2,315	+ 82	103.7
Other personnel expenses	1,980	1,682	1,632	- 50	97.0
Business travel	737	778	815	+ 37	104.8
Other travel	255	267	170	- 97	63.7
Data processing services	22	70	95	+ 25	135.7
Other administrative expenses	425	560	593	+ 33	105.9
Total	5,700	5,590	5,620	+ 30	100.5

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	8	4	5	17	—	8	4	5	17
Division A	1	4	2	7	—	1	4	2	7
Division B	1	4	2	7	—	1	4	2	7
Division C	1	4	2	7	—	1	4	2	7
Division D	1	4	2	7	—	1	4	2	7
Staff Total	12	20	13	45	—	12	20	13	45

Summary of Functions

The primary functions of the department are to advise management and the Executive Board on all matters concerning the economies and economic policies of the 18 member countries in the area, to assist in the formulation and execution of Fund policies in relation to these countries, and, along with other departments, to provide them with technical assistance and financial advice. The department also maintains contact with regional organizations in the area.

The divisions of the department are assigned responsibility for relations with member countries as follows:

Division A Jordan, Qatar, Saudi Arabia, and Syrian Arab Republic.

Division B Iraq, Islamic Republic of Iran, Kuwait, Sudan*, and United Arab Emirates.

Division C Afghanistan, Egypt, Lebanon, People's Democratic Republic of Yemen, and Yemen Arab Republic.

Division D Bahrain, Oman, Pakistan, and Socialist People's Libyan Arab Jamahiriya.

*Fund resident representative post assigned in this country from the Support Group.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

MIDDLE EASTERN DEPARTMENT

Work Program in Calendar Year 1983

In 1983, the work load remained at about the same level as in 1982. The department conducted 22 missions (21 in 1982). There were 13 (13) Article IV consultation missions, of which 3 (3) were also concerned with the use of Fund resources. In addition, there were 7 (5) missions conducted specifically to discuss the use of Fund resources. Two (3) technical assistance missions were also organized by the department, and departmental staff participated in 1 (4) technical assistance mission conducted by another department. There were also 16 (34) other trips, including attendance at conferences and visits to international and regional organizations.

With regard to the use of Fund resources, 1 (1) new stand-by arrangement came into effect in 1983. Two countries (2) made drawings under credit tranches and under special facilities.

The work load in connection with Egypt and Pakistan remained at about the same level as in 1982, but the work on Sudan, already at a high level, continued to increase. Additional resources were also devoted to technical assistance. In addition to the annual assistance to Saudi Arabia that precedes the preparation of the Saudi budget, requests for two studies were received from the Cooperation Council for the Arab States of the Gulf (GCC). The first one relates to exchange arrangements and policies of member countries of the GCC. This study, which was undertaken primarily by the staff of this department, was completed in December 1983. The second request was for a study on the performance of the offshore banking units in Bahrain and the implications for the members of the GCC. This is a major project which is expected to be completed in FY 1984 but may spill over to FY 1985. As regards applied research, 8 (3) papers were issued dealing with topics which are relevant to the economic problems of the countries included in the constituency of this department.

Work Program in Financial Year 1985

The work load of the department in FY 1985 is expected to be somewhat similar to that in CY 1983. It is expected that consultations will be held with 13 member countries and that the remaining 5 member countries that are on the longer cycle will be accommodated in FY 1986. With respect to use of Fund resources, the work on Sudan is likely to be at least as intensive as in the current financial year. Work load on Pakistan may be somewhat lighter as no use of Fund resources is anticipated at this time. On the other hand, Egypt, Syria, Iraq, and the Yemen Arab Republic could become more active and may require more attention. The high level of technical assistance activity attained in CY 1983 is expected to continue.

No increase in staff ceiling is proposed in FY 1985.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

RESEARCH DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	3,259	3,800	4,093	+ 293	107.7
Other personnel expenses	2,678	2,672	2,643	- 29	98.9
Business travel	331	245	250	+ 5	102.0
Other travel	382	332	342	+ 10	103.0
Data processing services	784	916	1,586	+ 670	173.1
Other administrative expenses	612	840	856	+ 16	101.9
Total	8,046	8,805	9,770	+ 965	111.0

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	8	2	6	16	+ 1	8	2	7	17
Commodities Division	1	12	5	18	—	1	12	5	18
Current Studies Division	1	8	3	12	+ 1	1	8	4	13
Developing Country Studies Division	1	9	2	12	—	1	9	2	12
External Adjustment Division	1	7	4	12	—	1	7	4	12
Financial Studies Division	—	7	3	10	—	—	7	3	10
Staff Total	12	45	23	80	+ 2	12	45	25	82

Summary of Functions

The department's primary functions are to conduct a program of basic and applied research in the areas of interest to the Fund, including the international monetary system, the international adjustment process, determinants of international capital flows and trade (including the effects of exchange rate changes); to prepare, in collaboration with area departments, economic forecasts on a worldwide basis; to play a leading role in the development of Fund policy with respect to the working of the international monetary system, the economic aspects of the Fund as a financial institution, and general aspects of the Fund's approach to members' economic problems; and the administration of the compensatory and buffer stock financing facilities and background research for policy formulation in this area. Other functions include drafting a major part of the Fund's *Annual Report*; participating in international meetings on monetary and commodity matters, staff missions, and conferences and seminars of academicians, bankers, and government officials to discuss international monetary issues; and assisting other departments through research on problems encountered and collaboration in studies conducted by them.

The main areas of responsibility of the divisions are as follows:

Commodities Division—The administration of the compensatory and buffer stock financing facilities and preparation of policy reports on these; Board papers on proposals regarding export stabilization schemes of other organizations (UNCTAD Common Fund and Complementary Financing Facility); analysis of market trends and commodity price forecasting; studies on individual commodities; and participation in international meetings.

Current Studies Division—Coordination of interdepartmental forecasting exercises and preparation of World Economic Outlook papers; assistance in the drafting of the Fund's *Annual Report*; continuing studies to support projections on the world economy; and provision of information to area departments in connection with consultation missions.

Developing Country Studies Division—Research on the external adjustment policies and processes in developing countries, on Fund and international policies affecting these countries, and on alternative policy instruments to meet

FY 1985 BUDGET BY UNIT OF ORGANIZATION

RESEARCH DEPARTMENT

domestic objectives of these countries; and contributions to papers on the World Economic Outlook and to the *Annual Report* on related subjects.

External Adjustment Division—Research on the international adjustment process and surveillance of exchange rate policies; contributions to papers on the World Economic Outlook; and working with the area departments and the Exchange and Trade Relations Department on the adjustment problems of specific countries.

Financial Studies Division—Research on domestic and international issues in the field of monetary policy; analyses of international liquidity and banking; studies dealing with the SDR; analyses of recent financial developments; assistance in drafting the *Annual Report*; and assistance to area departments in analyzing financial problems.

Work Program in Calendar Year 1983

The work program of the department in 1983 can be described under 5 headings: (i) analysis of world economic conditions and prospects, (ii) international liquidity and SDRs, (iii) surveillance over exchange rate policies and balance of payments adjustment, (iv) commodity research and operation of special facilities, and (v) other policy-related research.

Economic prospects were assessed in the World Economic Outlook (WEO)—an interdepartmental project coordinated in the Research Department. A comprehensive staff report on the WEO was published in May. In addition, 4 separate papers were issued in the WEO series (2 in 1982). Special work on this project was also required for the *Annual Report*, the meetings of the Interim Committee, and the Annual Meeting.

Renewed attention was given to SDR allocation in the fourth basic period, and 3 papers were issued on that subject.

Major effort was devoted to the preparation of material for surveillance over exchange rate policies. The series of monthly papers for the Executive Board containing charts showing exchange rate and related developments were continued, as were monthly analyses of exchange market developments for the information of management and senior staff. In addition, quarterly papers were prepared to provide information on unusually large real exchange rate movements. Two major studies related to the exchange rate system were completed, one providing a comprehensive evaluation of the present system and its evolution and the other, undertaken in response to a request by the GATT, examining the effects of exchange rate volatility on international trade. Finally, the required review of surveillance procedures and activities was prepared in collaboration with the Exchange and Trade Relations Department.

Continued active use of the compensatory and buffer stock financing facilities in 1983 required the preparation of 50 papers dealing with requests for drawings and associated repayments, 44 of which were issued (55 in 1982). Eight policy papers were prepared (8 in 1982), including 5 on the operation of the compensatory financing facility and 3 on buffer stock agreements. In addition, projections of commodity prices were prepared for the WEO.

Policy-related research, apart from projects already mentioned, focused on balance of payments adjustment and external indebtedness, exchange rate arrangements and policies, and the functioning of international financial markets. Interest rate policies in developing countries and special adjustment problems in planned economies also received attention. The number of papers issued in the DM series increased from 25 in 1982 to 26 in 1983. Staff members participated in 12 country missions (17 in 1982).

Chapters 1 and 2 of the *Annual Report*, which were drafted in the department, drew on work in all five areas discussed above, particularly those related to the WEO and Fund surveillance.

Work Program in Financial Year 1985

Attention will be focused on aspects of the international monetary system and on projects conducive to a strengthening of the Fund's surveillance activities. It is intended to examine in particular the provision of international liquidity, the role of the SDR, and the role of the Fund. The design of financial programs and the global effects of Fund programs will also be studied. In the WEO, increased attention will be given to the medium-term evolution of the external debt situation and to the interaction and joint effects of countries' policies.

It is planned to add 2 positions in FY 1985: 1 research assistant position in the Current Studies Division to help with the growing work load in connection with the World Economic Outlook project, and 1 secretarial position in the Immediate Office.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

SECRETARY'S DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Salaries	2,963	3,118	3,405	+ 287	109.2
Other personnel expenses	2,454	2,373	2,446	+ 73	103.1
Business travel	302	98	114	+ 16	116.3
Other travel	210	350	345	- 5	98.6
Data processing services	115	843	2,085	+ 1,242	247.3
Other administrative expenses	904	1,263	1,400	+ 137	110.9
Total	6,948	8,045	9,795	+ 1,750	121.8

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	4	1	3	8	+ 1	4	2	3	9
Executive Board Services Unit	—	2	3	5	—	—	2	3	5
Documents Preparation Unit	—	1	6	7	+ 1	—	1	7	8
Historian	1	—	1	2	—	1	—	1	2
Bank/Fund Conferences Office	1	2	—	3	—	1	2	—	3
Communications Division	1	3	21.5	25.5	+ 2	1	3	23.5	27.5
Executive Board Proceedings Division	1	9	5	15	+ 1	1	10	5	16
Records Division	1	9	14	24	+ 1	1	10	14	25
Staff Total	9	27	53.5	89.5	+ 6	9	30	56.5	95.5

Summary of Functions

The main functions of the department are to coordinate the work program of the staff and the Executive Board; to assist in conducting meetings of the Board and its committees; to issue and distribute Executive Board documents; to certify Fund decisions; in cooperation with the Secretary of the World Bank, to manage the Annual Meetings of the Boards of Governors of the Fund and the Bank; to provide services for the Interim and Development Committees and other committees of the Boards of Governors; to manage official communications with members and Governors; to provide communications services; to provide file, record, and official archive services; to coordinate the preparation of the *Annual Report of the Executive Board*; to assist countries in the process of becoming members of the Fund; and to provide various services to Executive Directors.

The main responsibilities of offices and divisions are as follows:

Executive Board Services Unit—Provision of official, personal, and social services to Executive Directors.

Documents Preparation Unit—Coordinating and processing of Executive Board and Interim Committee documents; registering of Fund decisions.

Historian—Researching and writing the history of the Fund on a regular basis.

Bank/Fund Conferences Office—All matters relating to the organization of the Annual Meetings and meeting arrangements for the Interim and Development Committees.

Communications Division—Receipt and dispatch of all mail, cables, and telexes, including internal distribution of incoming and outgoing communications; maintenance of official addresses and documents distribution lists.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

SECRETARY'S DEPARTMENT

Executive Board Proceedings Division—Supplying minutes and transmitting the decisions of the Board and its committees, and of the Interim and Development Committees; handling membership matters.

Records Division—Maintenance of the Fund's archives; preparation of subject indexes to official Fund documents; internal document and publication distribution; oversight of office filing systems and retirement and disposal of inactive records; reference service on documents of the United Nations, GATT, and other international organizations.

Work Program in Calendar Year 1983

In 1983, the department responded to the high level of activity generated by the policy-making bodies of the Fund in dealing with numerous sensitive and complex issues. Coordination of the work program of the staff and the Executive Board, liaison with the Executive Board, assistance in preparation of Board papers, and scheduling, arranging, and helping to conduct the proceedings of the Executive Board and its committees and of the Board of Governors and its committees, were the principal preoccupations of the Immediate Office. Special efforts were made to maintain the quality of such services as the preparation and distribution of documents, central files and records, the handling of correspondence, cables, and facsimile, the preparation of records of meetings, and administrative assistance to Executive Directors. During the year, the department provided services for 233 sessions (571 hours) of the Executive Board and its committees, the Interim and Development Committees, and the Group of Twenty-Four (243 sessions, 583 hours in 1982). The department also assisted in the organization and conduct of the Annual Meetings of the Boards of Governors and serviced the Joint Committee on the Remuneration of Executive Directors and their Alternates. As a quantitative indication of some of the services provided, the Communications Division handled some 2.2 million (2.0 million in 1982) pieces of mail and processed 20.2 million words (13.1 million) in cables. The Records Division distributed 4,022 (3,913) documents, a growing number of which involved initiating security procedures for highly sensitive matters, and serviced requests for 924,000 (820,000) copies of documents.

Work Program in Financial Year 1985

The high level of activity within the policy-making bodies of the Fund sustained in recent years is likely to continue. Consequently, the department is focusing on keeping up the quality of support it provides for the organs of the Fund and on adapting, innovatively, to what must be regarded as a normal, rather than an exceptional, environment.

The department will move forward on several automation projects such as the coordination of mail lists and documents retrieval, as well as the cable room and other systems. Ongoing efforts to automate cable room operations and a document storage and retrieval system will continue to be a major burden, owing to the practical need to operate both the current and the developing communications systems in tandem over a considerable period of time. The flexibility of the Annual Meetings system, however, has developed to the point that the staff is not only able to handle the increasing attendance, but can also extend the uses of the system to nearly all the major facets of the meetings. The department's pilot project for an automated documents storage and retrieval system is expected to begin operation on a limited basis by the spring of 1984. Initially, only Executive Board minutes will be included in the data base of this system. Other document series will be added during FY 1985 and work will begin on integrating incoming and outgoing correspondence and cables into the data base.

The department's human resources require strengthening in a number of places where they have not kept pace with the increases in work load and, in particular, with the activities of, and services provided to, the Executive Board and in the communications and records management functions. A position of Coordinator for Information Access and Security is to be provided for the Immediate Office. An additional documents clerk is proposed in the Documents Preparation Unit and an editorial officer for the Executive Board Proceedings Division. In the Records Division, it is proposed to add a records officer and in the Communications Division one assistant and one clerk.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

TREASURER'S DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Salaries	4,894	5,330	5,555	+ 225	104.2
Other personnel expenses	3,951	3,916	3,784	- 132	96.6
Business travel	221	200	206	+ 6	103.0
Other travel	437	512	471	- 41	92.0
Data processing services	929	1,883	2,971	+ 1,088	157.8
Other administrative expenses	2,176	3,579	3,503	- 76	97.9
Total	12,608	15,420	16,490	+ 1,070	106.9

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	7	2	8	17	+ 1	7	2	9	18
Accounts and Financial Reports Division	1	15	4	20	+ 1	1	16	4	21
Administrative Expenditures Division	1	14	25	40	—	1	15	24	40
Borrowed Resources and Investment Division	1	6	4	11	- 11	—	—	—	—
Financial Relations Division	1	7	6	14	—	1	7	6	14
Operations Division for General Resources	1	8	6	15	+ 8	1	13	9	23
Operations Division for SDRs and Administered Accounts	1	8	4	13	+ 1	1	9	4	14
Staff Total	13	60	57	130	—	12	62	56	130

Summary of Functions

The primary functions of the department are to assist in the formulation of general Fund policy; to advise on all aspects of the financial policies of the Fund and related matters, including quota reviews, borrowing, the liquidity of the Fund, charges, and the functioning of the SDR; to conduct all financial operations and transactions of the Fund; to administer the Trust Fund, the Subsidy Account, the Supplementary Financing Facility Subsidy Account; to manage the investments held in the administered accounts, including the Staff Retirement Plan and the proceeds of borrowed funds, pending their use in Fund transactions; and to verify and effect the payment of all administrative expenses. Other functions include maintaining the financial accounts of the Fund, handling operations and policies pertaining to the Special Drawing Rights Department and the accounts administered by the Fund, drafting a part of the *Annual Report*, preparing periodic reports on developments in the foreign exchange and gold markets, and analyzing interest rates and similar matters as necessary in support of the Fund's financial policies. The department also assists other departments and provides technical assistance to members and other international organizations on various aspects of the Fund's transactions and operations.

The main areas of responsibility of the divisions are as follows:

Accounts and Financial Reports Division—Handling all the accounting and financial statements of the Fund, including the administered accounts, other than the Special Drawing Rights Department. Calculating charges, interest, remuneration, debtor and creditor positions, analyzing the Fund's financial and liquidity positions, and advising on accounting matters in general, including technical assistance to members on accounting matters.

Administrative Expenditures Division—Verifying, approving, and disbursing all administrative expenditures; providing accounting and other support for the Staff Retirement Plan; and undertaking work in connection with tax matters, including tax allowances.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

TREASURER'S DEPARTMENT

Financial Relations Division—Reporting on, and analyzing short-term developments in, the foreign exchange and gold markets; providing analyses of interest rates and other money market developments relevant for the determination of the Fund's financial policies, including the interest rate on the SDR, the rate of remuneration, the investment policy of the administered accounts, and the management of borrowed funds; handling general reviews of quotas and preparing the briefs on quotas of new members.

Operations Division for General Resources—Effecting, and reporting on, all the financial transactions operations of the General Resources Account including the temporary investment of undisbursed borrowed funds and all resources in the administered accounts; handling the quarterly operational budget; keeping financial liaison with the depositories and fiscal agencies.

Operations Division for SDRs and Administered Accounts—Effecting all transactions and operations in SDRs, maintaining the accounts of the Special Drawing Rights Department, and preparing the financial statements and quarterly designation plans relating to the Special Drawing Rights Department; computing the exchange value of the SDR; preparing reports and analyses on these matters; handling all financial transactions of the Trust Fund, the Subsidy Account, and the Supplementary Financing Facility Subsidy Account.

Work Program in Calendar Year 1983

In 1983, the operational accounting and related policy activities of the department continued at a high level. This was reflected in numerous papers and memoranda prepared for the Executive Board on: (i) completion of the Eighth General Review of Quotas; (ii) revision and enlargement of the GAB and negotiations on new borrowing agreements; (iii) extension of the policy on enlarged access and its financing; (iv) reviews of the level of the Fund's reserves, the methods of setting the Fund's charges and the rate of remuneration; (v) reviews of the Fund's liquidity and financing needs, including measures to conserve the Fund's resources; (vi) the development and internal management of a policy on overdue payments to the Fund; and (vii) further steps to improve the characteristics and usability of the SDR, and policy reviews concerning sales of SDRs and the SDR interest rate.

Excluding payments for the increased subscriptions (and related operations), the number of operations in the General Resources Account (GRA) increased by over one third (the largest increase since 1976), primarily because of the increased scale of Fund lending under its policy of enlarged access and the complex operation of the borrowing arrangements in the financing of the policy on enlarged access. The number of transfers involving the Special Drawing Rights Department and the Trust Fund (loan repayments) increased about 40 per cent, and the value of SDR transfers increased by over 70 per cent, although the oil facility subsidy account was liquidated during the year. The increase in SDR activity was partly associated with increased use of SDRs in the Fund's General Account operations and transactions, and partly a consequence of changes in the frequency of the payment of SDR charges and interest and of remuneration from an annual to a quarterly basis. A major development affecting the operation of the SDR, the GRA, and the Trust Fund was the growing incidence of late and overdue payments to the Fund.

The department's work on accounts and financial reports also increased sharply, reflecting increased volume of financial activity, major reviews of Fund policies on charges, reserves and remuneration, and the continued development of the data base. Administrative expenditures work increased moderately as did work on the Staff Retirement Plan and on the development and implementation of the management information system.

Work Program in Financial Year 1985

The work program planned for FY 1985 will include: (i) the implementation of the Fund's borrowing program for 1984, including the continued preparation of the necessary documentation and policy papers contingent on the possible need of the Fund to borrow from the private markets; (ii) reviews of the Fund's liquidity and, in particular, its financing and borrowing needs under the policy of enlarged access; (iii) developing a policy on overdue payments to the Fund; (iv) measures to improve the usability of the SDR as a reserve asset, analysis of its role in the international monetary system, and the development of the private SDR; and (v) expanding the list of Other Holders of SDRs.

The number of transactions and operations on all accounts is expected to increase by approximately 25 percent in FY 1985, reflecting further expansion of Fund lending, more repurchase transactions, quarterly payments of SDR charges, SDR interest and remuneration and a large surge in Trust Fund loan repayments. Overdue payments are likely to continue to require considerable staff attention. The implementation of the master plan of the department's financial information system to improve the analytical base for policy formulation will also absorb considerable resources. In addition, it is hoped to issue: (i) a manual of accounting and financial reporting procedures, (ii) an operational manual for the General Department, and (iii) pamphlets on the development of the SDR, 1970-1984, and on the financial structure of the Fund.

The work of the Borrowed Resources and Investment Division will be merged with the work of the Operations Division for General Resources and most of the staff of the Borrowed Resources Division will be transferred to the Operations Division, except for the accounting functions which will be transferred, along with the accounting work presently in the SDR Division, to the Accounts and Financial Reports Division. The staff ceiling of the department is maintained unchanged.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

WESTERN HEMISPHERE DEPARTMENT

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Salaries	4,222	4,938	5,203	+ 265	105.4
Other personnel expenses	3,960	4,120	4,229	+ 109	102.7
Business travel	1,060	1,108	1,178	+ 70	106.3
Other travel	512	550	775	+ 225	140.9
Data processing services	125	233	334	+ 101	143.3
Other administrative expenses	855	1,181	1,281	+ 100	108.5
Total	10,734	12,130	13,000	+ 870	107.2

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	9	1	10	20	+ 1	9	1	11	21
Word Processing Unit	—	—	3	3	—	—	—	3	3
Atlantic Division	1	4	2	7	+ 1	1	5	2	8
Central American Division	1	7	2	10	—	1	7	2	10
East Caribbean Division	1	6	2	9	—	1	6	2	9
Maritime Division	1	5	2	8	—	1	5	2	8
Mexico/Latin Caribbean Division	1	4	2	7	+ 1	1	5	2	8
North American Division	1	7	3	11	—	1	7	3	11
Pacific Division	1	4	2	7	—	1	4	2	7
River Plate Division	1	4	2	7	+ 1	1	5	2	8
South/Central American Division	1	5	2	8	—	1	5	2	8
Staff Total	18	47	32	97	+ 4	18	50	33	101

Summary of Functions

The primary functions of the department are to advise management and the Executive Board on all matters concerning the economies and economic policies of the 33 member countries in the area, to assist in the formulation and execution of Fund policies in relation to these countries, and, along with other departments, to provide them with technical assistance and financial advice. The department also maintains contact with regional organizations in the area.

The divisions of the department are assigned responsibility for relations with member countries as follows:

Atlantic Division Brazil, Guyana, and Suriname.

Central American Division Costa Rica*, El Salvador, Guatemala, Honduras*, and Nicaragua.

East Caribbean Division Antigua and Barbuda, Dominica, Grenada, St. Lucia, and St. Vincent and the Grenadines**.

Maritime Division Barbados, Jamaica*, Trinidad and Tobago, and Venezuela.

Mexico/Latin Caribbean Division Dominican Republic, Haiti*, and Mexico.

North American Division Bahamas, Canada, and the United States.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

WESTERN HEMISPHERE DEPARTMENT

<i>Pacific Division</i>	Bolivia*, Chile*, and Peru*.
<i>River Plate Division</i>	Argentina, Paraguay*, and Uruguay*.
<i>South/Central American Division</i>	Belize, Colombia, Ecuador, and Panama.

*Fund resident representative post assigned in this country from the Support Group.

**Fund resident advisor regional post for countries in the East Caribbean Currency Area assigned from the Support Group.

Work Program in Calendar Year 1983

For the second consecutive year, the activity of the Western Hemisphere Department reached an unprecedented level. More than two thirds of the member countries, which included most of the major international borrowers among the developing countries, were either involved in financial arrangements with the Fund or sought such arrangements. These developments reflected the severity of the imbalances that most of the countries of the department confronted as well as the difficult international economic environment in which adjustment programs were being implemented. Most of the financial arrangements included provisions for mid-term (sometimes even more frequent) reviews, which represented a significant addition to work pressure. In many cases, there were slippages from stabilization programs, and the staff worked with the authorities in an effort to re-establish satisfactory performance. At the same time, the department intensified its efforts to complete Article IV consultations within the range of 12-15 months for most countries. In addition to this direct work with the member countries, the department was heavily involved in the Fund's general surveillance work and in the World Economic Outlook exercise.

In 1983, the department conducted 92 missions (61 in 1982 including 5 technical assistance missions). Twenty-nine (23) of these missions were Article IV consultation missions, of which 16 (13) dealt with the use of Fund resources. There were 63 (33) missions relating solely to the use of Fund resources, including review missions. In certain cases, more than one attempt was required to complete the negotiations and in some others the negotiations are still in progress. Also, in an increasing number of instances, member country authorities visited headquarters to conduct negotiations. The staff participated in 36 visits to New York, Paris, and other places for the purpose of meetings with creditors to discuss additional financing in conjunction with Fund-supported programs or external debt rescheduling arrangements. Staff members attended meetings of the Caribbean Group for Cooperation in Economic Development and of the Group for Economic Development of the Central American Isthmus. They also participated in meetings of international organizations such as the Inter-American Development Bank, the Caribbean Development Bank, and the Organization of American States.

With regard to the use of Fund resources, 11 (6) stand-by arrangements and 7 (4) EFF arrangements became effective or were continued in 1983. Eighteen (10) countries made drawings under stand-by and extended arrangements, 11 (10) countries made drawings under the Fund's special facilities for Compensatory Financing of Export Shortfalls and Buffer Stock Financing, and 8 (3) countries made reserve tranche purchases.

Work Program in Financial Year 1985

It is expected that the staff will continue to be under severe pressure in the foreseeable future. Numerous countries are holding discussions with the staff, with many of these relating to the second year of multiyear programs. In addition, a number of countries are requesting early missions to negotiate financial arrangements to succeed arrangements which recently expired or were cancelled. Thus, the pace of work will continue to be very intense throughout the coming financial year, with more than 20 of the developing countries of the area (covering more than 90 percent of the GDP of the developing countries of the department) involved either in financial arrangements with the Fund or seeking to negotiate such assistance.

Relations with the private and official creditors of the member countries will continue to represent a heavy addition to the work load, given the large external debts outstanding and the virtual absence of autonomous lending to the developing countries of the Western Hemisphere Department. The heavy external debt of most of the more important developing countries of the department and the other serious imbalances that will have to be dealt with means that sustained efforts over a period of years will be necessary to re-establish sound economic performance. In addition, one new member country (St. Kitts) is expected to join the Fund in FY 1985.

In order to enable the department to face the continued increase in work load, it is proposed to add 3 economist positions and 1 secretarial position.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

BUREAU OF COMPUTING SERVICES

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	2,638	3,038	3,430	+ 392	112.9
Other personnel expenses	2,131	2,101	2,133	+ 32	101.5
Business travel	14	81	81	—	100.0
Other travel	273	262	286	+ 24	109.2
Data processing services	678	1,810	4,498	+ 2,688	248.5
Other administrative expenses	540	613	667	+ 54	108.8
Total	6,274	7,905	11,095	+ 3,190	140.4

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	3	1	2	6	+ 2	4	1	3	8
Facilities Management and Computer Operations Section	—	3	6	9	—	—	2	7	9
Systems Development Division	1	10.5	1	12.5	+ 2	1	11.5	2	14.5
Systems Support Division	1	13	2	16	—	1	13	2	16
User Support Division	1	13	9	23	—	1	13	9	23
Staff Total	6	40.5	20	66.5	+ 4	7	40.5	23	70.5

Summary of Functions

The bureau provides data processing services for the Fund, including feasibility studies, systems analysis, programming, documentation of automated systems, training of staff in the use of computers and data entry facilities. The bureau is given policy direction by the Executive Committee for Computing Services, composed of the Deputy Managing Director (Chairman) and several senior staff drawn from concerned departments.

The main responsibilities of the section and divisions of the bureau are as follows:

Facilities Management and Computer Operations Section—Provides operational support for the Fund computing facilities and data entry services for users as well as support for data processing and data communication equipment, and coordinates operational matters with the joint computing facility.

Systems Development Division—Responsible for development and implementation of new systems. These activities include systems requirement definition, feasibility studies, system design and implementation.

Systems Support Division—Responsible for maintaining and improving operational systems. These activities include system design, programming, and implementation of major enhancements to existing systems as well as monitoring the efficiency of operational systems in order to improve the use of staff and computer resources.

User Support Division—Responsible for managing production systems and providing technical support and advisory services to computer users. The division supports production activities and ad hoc programming requests for computer services, offers training and prepares user documentation for systems. The staff in this division are the primary contact point with users on day-to-day operations.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

BUREAU OF COMPUTING SERVICES

Work Program in Calendar Year 1983

During the first full year of the bureau's operation, major activities included the implementation of an organizational structure along functional lines and the development of a Fund-wide systems plan which outlined the strategies for major applications and technology. A comprehensive study on the establishment of a Fund computer center and the migration to IBM-compatible computers was prepared and approved by the Executive Committee for Computing Services. A systems planning process with representatives from user departments and counterparts in the bureau was implemented to provide for comprehensive and consistent planning, with regard to the management and use of data processing resources.

Several new development projects were started during the year. One of the most important was the establishment of a Fund-wide statistical data base in an IBM-like environment. In addition, office automation pilot projects were started in the Asian, Secretary's, and External Relations Departments and a decision was finalized on hardware and software for the document storage and retrieval system in the Secretary's Department.

Work continued on an integrated financial systems plan and implementation of several new microcomputer applications in the Treasurer's Department. System enhancement and continued support were also provided for the Annual Meetings, the Joint Library, and the Treasurer's accounting data base, and for several RAL-based systems, such as the World Economic Outlook, the World Trade Model, the surveillance exercise, and the training program of the IMF Institute. To meet the increasing demand for use of microcomputers on Fund missions, a pool of portable microcomputers was established in the bureau and training classes were started.

With little disruption of service, bureau staff helped relocate data processing equipment and establish new communication lines, which were required in connection with the move of several departments. A laser link was established with the International Square building to support both telephone and data communication. All Fund applications operating on Burroughs computers were consolidated on two mainframe computers now almost entirely dedicated to Fund users. Further, a switch was installed to connect terminals to a number of computers, saving both time and equipment costs.

Work Program in Financial Year 1985

During FY 1985, the demand for computing resources will increase significantly. The major areas of technological activity will be the proposed establishment of a Fund computer center and the start of a data communications network which will in the next few years provide each workstation with access to all mainframe computers and minicomputers. Dependent upon positive results from the office automation pilot projects, an expansion of this office technology to other departments is expected. Other plans include the completion of the development activity for the Economic Information System (formerly Data Fund). The work on a document retrieval system in the Secretary's Department as well as the development of the Cable Room system should also be completed. The development of the new integrated financial system for the Treasurer's Department will be started. The bureau will continue to develop systems policies and standards, as well as updating the Fund-wide systems technology plan. The current plan calls for the selection of a Fund-wide data base system for all administrative and financial applications and an econometric package for an IBM-compatible environment. A link between the Burroughs and IBM computers will provide RAL users with access to member country economic data. Development work on the economist workstations will enhance the utility of the statistical data bases as well as provide the economists with more powerful tools. The work load to support microcomputers will require the dedication of additional resources during the year. In the area of data communications, additional facilities will be provided for office automation pilot projects, and a link will be developed to support exchange of data between the Fund and the Bank for International Settlements.

Current systems will be maintained, enhanced and improved. Emphasis will also be given to improvement of the documentation of the production systems in order to ensure more efficient support. A major effort will be made to enhance control and budgeting for automation projects including improvement in the accuracy and timeliness of data.

In addition to the external assistance obtained through the hiring of temporary programmers and of specialized consultants, it is proposed to increase the number of permanent positions in the bureau by 1 advisor and 3 secretaries.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

BUREAU OF LANGUAGE SERVICES

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Salaries	3,658	3,635	3,720	+ 85	102.3
Other personnel expenses	2,943	2,630	2,542	- 88	96.7
Business travel	216	100	101	+ 1	101.0
Other travel	363	408	362	- 46	88.7
Data processing services	10	224	275	+ 51	122.8
Other administrative expenses	908	1,148	1,250	- 102	108.9
Total	8,098	8,145	8,250	+ 105	101.3

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	2	6	9	17	- 2.5	2	3.5	9	14.5
Interpretation Section	—	9	0.5	9.5	+ 1.5	—	10	1	11
Technical Documentation, Reference and Terminology Section	—	3	4	7	—	—	3	4	7
English Division	1	8.5	6	15.5	—	1	8.5	6	15.5
French Division ¹	2	17	14	33	—	1	18	14	33
Spanish Division	1	10	7	18	+ 1	1	11	7	19
Staff Total	6	53.5	40.5	100	— ²	5	54	41	100

¹In FY 1984, the two former French divisions were combined into one.

²Includes the abolition of the extra division chief position and the transfer of one position from the Bureau of Statistics.

Summary of Functions

The functions of the bureau are to provide translations into Arabic, Chinese, English, French, German, Portuguese, Spanish, and occasionally other languages, as required, at the request of Executive Directors and departments; to provide simultaneous, and occasionally consecutive, interpretation into Arabic, English, French, and Spanish, mainly for IMF Institute courses, Annual Meetings, and meetings of the Interim Committee; to proofread and index Fund publications in French and Spanish; and to service the Joint Secretariat at Annual Meetings and meetings of the Interim Committee, through the assignment of translators, interpreters, and clerical staff.

The main responsibilities of the sections and divisions of the bureau are as follows:

Interpretation Section—Interpretation from and into Arabic, English, French, and Spanish.

Technical Documentation, Reference and Terminology Section—Technical documentation, reference, and terminology support for the translation divisions and other departments.

English Division—Translation and transcription into English from a variety of languages and review of contractual translation into English.

French Division—Translation and transcription into French (almost entirely from English). Most of this work consists of publications (for which proofreading and indexing services are provided), IMF Institute materials, consultation reports, documents for the Interim Committee, and other documents, e.g., Executive Board decisions.

Spanish Division—Translation and transcription into Spanish (almost entirely from English). The work is similar to that of the French Division.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

BUREAU OF LANGUAGE SERVICES

Work Program in Calendar Year 1983

During 1983, the number of words translated increased to 9.70 million (9.14 million in 1982), of which 3.64 million (3.67 million) words were translated into French, 2.62 million (1.80 million) words into English, 1.77 million (1.83 million) words into Spanish, 0.89 million (1.21 million) words into Arabic, 0.41 million (0.26 million) words into Chinese, 0.19 million (0.12 million) words into German, and 0.17 million (0.26 million) words into Portuguese.

Translation by regular staff comprised 7.08 million words (7.08 million in 1982), while 1.26 million (0.83 million) words were translated in-house by free-lance translators on short-term contractual appointments and 1.35 million (1.24 million) words were contracted out. In addition, there was an increased, albeit more limited, use made of free-lance revisers.

In 1983, 444 (446 in 1982) man-days of interpretation were provided for the IMF Institute and 248 (168) man-days for the Annual Meeting, the Interim Committee, and various other Fund-related meetings. Most of the interpretation was done by the bureau's staff, but 57 (76) man-days were provided by World Bank staff and free-lance interpreters. The bureau provided 55 (104) man-days of interpretation to service meetings sponsored by the World Bank and other international organizations on a loan and reimbursement basis.

Translators, interpreters, and support personnel were assigned to the Joint Secretariat to provide language services at the Annual Meeting and at the meetings of the Interim and Development Committees.

Work Program in Financial Year 1985

It is expected that the translation work load of the bureau will rise again in FY 1985, reflecting the work programs of a number of area and functional departments and the transfer of responsibility from the Bureau of Statistics for translation of material related to the Fund's statistical publications. The increase in work load will be absorbed partly by making greater use of free-lance translators and revisers. Interpretation needs are expected to remain at about the same level as in FY 1984. They will continue to be met mainly by the bureau's staff, but there will again be significant use of World Bank and free-lance interpreters.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

BUREAU OF STATISTICS

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	3,944	4,370	4,647	+ 277	106.3
Other personnel expenses	3,234	3,162	3,158	- 4	99.9
Business travel	483	491	517	+ 26	105.3
Other travel	384	472	419	- 53	88.8
Data processing services	1,093	2,028	3,270	+ 1,242	161.2
Other administrative expenses	1,660	1,882	2,064	+ 182	109.7
Total	10,798	12,405	14,075	+ 1,670	113.5

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Immediate Office	4	6	5	15	- 1 ¹	4	4	6	14
Balance of Payments Division	1	15	5	21	—	1	15	5	21
Financial Institutions Division A	1	7	6	14	—	1	7	6	14
Financial Institutions Division B	1	8	6	15	—	1	8	6	15
General Economy Division ²	1	8	8	17	—	1	8	8	17
Government Finance Division	1	9	7	17	—	1	9	7	17
International Banking and External Debt Division	1	4	3	8	+ 4	1	6	5	12
Staff Total	10	57	40	107	+ 3	10	57	43	110

¹An editorial position with mainly translation functions is to be transferred to the Bureau of Language Services in FY 1985.

²Hitherto, this division has been known as the General Economic Data Division.

Summary of Functions

The main functions of the bureau are to assemble and maintain in its computerized data base internationally comparable statistics relating to Fund member countries, as well as regional and global aggregates, for the purpose of economic analyses within the Fund; to publish such statistics in *International Financial Statistics (IFS)*, *Direction of Trade Statistics (DOTS)*, *Balance of Payments Statistics (BOPS)*, and *Government Finance Statistics (GFS)*; to maintain a worldwide network of statistical correspondents; to prepare documentation on concepts and standards for data compilation; to provide member countries with technical assistance in statistics; and to train national technicians through IMF Institute courses.

The main responsibilities of the divisions are as follows:

Balance of Payments Division—Preparation of balance of payments data relating to member countries; formulation of standards for compilation of these data; advice to other departments in interpreting balance of payments data; conducting the IMF Institute's course on Balance of Payments Methodology.

Financial Institutions Division A—Compilation of statistics on money and banking, interest rates, and national accounts for about half the countries in the bureau's data files and all statistics on international reserves and liquidity, exchange rates, and members' Fund accounts.

Financial Institutions Division B—compilation of statistics on money and banking, interest rates, and national accounts for countries not covered by Financial Institutions Division A; preparation of compendia on financial statistics for area departments.

General Economy Division—Compilation of statistics on external trade, commodities, prices, production, employment, earnings, and population; compilation of trade by country data; reviews of methodologies in the field of general economic statistics.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

BUREAU OF STATISTICS

Government Finance Division—Preparation of statistics on government finance; formulation of standards for compilation of these data, including revision of a draft manual on government finance statistics; advice to other departments on government finance data; conducting the IMF Institute's course on Government Finance Statistics.

International Banking and External Debt Division—Preparation of statistics on international banking activity as part of a comprehensive data base on external debt, and coordination of external debt data compiled by other bureaus, divisions and international financial institutions.

Work Program in Calendar Year 1983

Considerable progress was made in 1983 in the statistical field. In cooperation with other departments work advanced in the development of integrated statistical data bases for member countries. The first results of the project on international banking statistics were produced toward the end of the year and were published in the January 1984 issue of *International Financial Statistics (IFS)*. In the second half of the year work began on the development of syntheses of external debt data for a number of key debtor countries. By the end of the year statistics were being maintained on the bureau's data files relating to the economies of about 185 countries and territorial entities (185 in 1982) and comprised about 550,000 time series (432,000).

Under the program of technical assistance in statistics there were visits by bureau staff to 72 countries (71 in 1982) to review data in money and banking, balance of payments, government finance, general statistics, and to assist in the development of data on international banking and external debt. Participation by bureau staff in Article IV consultation and use of Fund resources missions rose from 10 missions in 1982 to 21 in 1983. In collaboration with the IMF Institute, bureau staff conducted 2 courses in Balance of Payments Methodology (in English), and 1 course in Government Finance Statistics (in French). Bureau staff also conducted a course for Fund staff in Fund statistics.

In addition to regular statistical publications (*International Financial Statistics*, *Direction of Trade Statistics*, *Balance of Payments Statistics*, and *Government Finance Statistics*), the fifth and sixth *Supplements to IFS* were issued in November and December 1983 on *Money*, and on *International Reserves*, respectively. At the end of 1983, there were 420 tape subscriptions to the Fund's statistical publications (400 in 1982).

Work Program in Financial Year 1985

Changes planned in the Fund's use of computer technology will have an important bearing on the work of the bureau in FY 1985. As facilities become available for on-line data entry the bureau will intensify efforts to integrate the Fund's data management systems and in so doing avoid the need for individual nonstandard data bases. Additional training courses for Fund staff in Fund statistical methods will assist in the work on integration.

Work on international banking and external debt statistics will proceed on several fronts. Data for a number of international banking centers are expected to be added to the 22 countries already reporting to the Fund. From the first quarter of CY 1984, a quarterly paper on these statistics will be prepared for the Executive Board. Increased attention will be given to the longer term task of developing a comprehensive data base on external debt statistics. In this connection, the first meeting of international compilers of external debt statistics, held in March 1984 and hosted by the Fund, has proved useful and will greatly facilitate this work.

In the face of an anticipated increase in demands by member countries, especially those using Fund resources, the technical assistance work of the bureau is projected to increase modestly as staffing resources permit. Major emphasis will be placed on the maintenance and improvement of the coverage and currentness of data both for Fund operations as well as for Fund statistical publications.

Publications planned for FY 1985, in addition to regular publications, will include 3 *Supplements to IFS*, 1, an update to the previously issued supplement on exchange rates, the other 2 on balance of payments and output (Gross Domestic Product).

In collaboration with the IMF Institute 1 course will be conducted in Balance of Payments Methodology (Spanish) and 1 in Government Finance Statistics (Spanish).

In order to carry out the planned work program it is proposed to add 4 positions in the International Banking and External Debt Division for 2 economists, 1 research assistant and 1 secretary. In addition, to handle an expanded work load, 1 secretarial position will be provided in the Immediate Office. Partially offsetting the proposed 5 new positions will be the elimination of 1 vacant editorial position and the transfer of another with mainly translation functions to the Bureau of Language Services.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

OFFICE IN EUROPE

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Salaries	717	670	706	+ 36	105.4
Other personnel expenses	596	498	490	- 8	98.4
Business travel	74	48	50	+ 2	104.2
Other travel	42	59	55	- 4	93.2
Data processing services	—	5	21	+ 16	420.0
Other administrative expenses	403	340	403	+ 63	118.5
Total	1,832	1,620	1,725	+ 105	106.5

Personnel Ceilings

	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Staff Total	3	4	8	15	—	3	4	8	15

Summary of Functions and Work Program in Calendar Year 1983
and Financial Year 1985

The main functions of the office are to maintain close contact with European monetary authorities and with international and regional institutions, such as the OECD, the EC, the BIS, the Group of Ten, and World Bank consortia; to keep management informed of developments in Europe and of the views of European authorities; to act as a Fund information office in Europe; and to provide administrative support to headquarters, e.g., in recruitment and in organizing Fund-sponsored meetings in Paris.

While relations with the OECD, EC, and BIS continued to take up the bulk of the staff's time in 1983, the involvement of the office in other areas expanded further. The Group of Ten, for which one staff member continued to act as Secretary, was considerably more active than in recent years. Nine meetings of Ministers or Deputies were held, 5 of which were organized and serviced in Paris by office staff. In cooperation with the responsible area department, the office also arranged and serviced a Fund-sponsored balance of payments support meeting for Morocco, which was chaired by the Director. A similar meeting on Yugoslavia was held in January 1984. Staff participation in multilateral debt rescheduling negotiations also increased sharply, as the number of reschedulings handled by the "Paris Club" almost tripled to 15. Staff members continued to attend meetings of the World Bank Consortia and Consultative Groups, which were also more frequent in the year under review. The office was increasingly involved in the preparation and follow-up of the headquarters' work on capital markets, in particular in maintaining contacts with selected French bankers and OECD staff. It was also called upon to host meetings between headquarters staff, country officials and commercial bankers, as well as 3 meetings of the Group of Thirty.

The frequency of press queries rose, reflecting in part the increased public awareness of the Fund's role. There was also a rise in the number of lectures given by staff members on the Fund and Fund-related matters, and in the number of visitors to the office's documentation center. Administrative support to headquarters claimed a large part of the staff's time. The comparator study for the 1984 compensation review took up most of the time of one staff member during the fourth quarter. The processing of applications for staff appointments handled directly by the office increased by 20 percent, and the pre-screening of candidates doubled as a result of a major recruitment effort undertaken at the end of 1982, which elicited over 250 responses. The office staff also made arrangements for, and participated in, 2 Economist Program panels, and 2 recruitment missions. Other aspects of administrative support to headquarters included the provision of secretarial assistance to an increasing number of headquarters staff attending meetings in Paris, and to a consultant based in the office. It also included arrangements for travel for visiting staff, consultants, and technical assistance experts.

The work load in FY 1985 is not expected to differ significantly from that of the present year. The participation in the comparator study will have been completed, but debt problems, trade issues, and financial markets developments are expected to receive increased attention in view of their immediate policy interest to the Fund. Group of Ten activities may increase, as the Group has embarked on studies on how to improve the functioning of the international monetary system. The office may again be called upon to service and chair balance of payments support meetings for individual countries.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

OFFICE IN GENEVA

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	312	361	382	+ 21	105.8
Other personnel expenses	258	253	251	- 2	99.2
Business travel	40	45	48	+ 3	106.7
Other travel	16	24	22	- 2	91.7
Data processing services	—	—	—	—	—
Other administrative expenses	73	122	87	- 35	71.3
Total	699	805	790	- 15	98.1

Personnel Ceilings

	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Staff Total	2	1	3	6	—	2	1	3	6

Summary of Functions and Work Program in Calendar Year 1983 and Financial Year 1985

The primary functions of this office are to represent the Fund with such organizations as the ECE, the GATT, the ILO, and the UNCTAD, to attend meetings of these organizations, and to report to headquarters; to assist the Exchange and Trade Relations Department in consultations with the GATT on balance of payments restrictions; to collaborate with the Research Department on issues relating to commodity problems arising in the UNCTAD and the GATT; to provide information on the Fund to the public; and to provide various administrative services to visiting staff.

In 1983, the staff attended 90 (104 in 1982) conferences and meetings of other international organizations, either as observers or as participants, and prepared 66 (73) reports. Considerable time was also spent on cooperation at the staff level with GATT and UNCTAD. In the case of GATT, this was due to increased emphasis in the Fund's overall work program on the trade-finance link and particularly to development of an initiative on trade liberalization programs for the heavily indebted countries, which required working closely with GATT staff. In the case of UNCTAD, many of the major items on the agenda at UNCTAD VI were of vital interest to the Fund and required extensive exchange of views with the UNCTAD staff. The office's work load with regard to information and public relations activities expanded significantly. This involved informing the media, as well as other agencies and country representatives, on the development of the Fund's policies and financial activities, with substantial time and effort devoted to explaining the situation in debt-ridden countries and the Fund's involvement in those countries. The staff also contributed 3 (3) lectures at the GATT's and United Nations' training courses.

The work program for FY 1985 will be similar to that of the current financial year. The staff will continue to monitor activities at the GATT involving the implementation of the Action Program agreed upon at the Ministerial Meeting of 1982 and the implementation of the MTN Agreements and Codes. In addition, the staff will continue to work closely with the GATT secretariat on questions of mutual interest to the GATT and the Fund. Discussions and negotiations at UNCTAD on trade and financial matters and on commodity issues will have to be followed closely.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

INTERNAL AUDITOR

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
(Value figures in thousands of U.S. dollars)					
Salaries	306	346	371	+ 25	107.2
Other personnel expenses	258	227	230	+ 3	101.3
Business travel	—	4	4	—	100.0
Other travel	62	50	54	+ 4	108.0
Data processing services	67	123	140	+ 17	113.8
Other administrative expenses	176	210	231	+ 21	110.0
Total	869	960	1,030	+ 70	107.3

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Staff Total	1	6	0.5	7.5	+0.5	1	6	1	8

Summary of Functions and Work Program in Calendar Year 1983
and Financial Year 1985

This office carries out the Fund's internal audit to assure the Managing Director of adherence to the policies and established procedures of the Fund. The office also collaborates with the External Audit Committee in its annual audit of the financial statements of the Fund.

The work program of the Office of the Internal Auditor for 1983 has been comprehensive. Reviews of systems and procedures were undertaken or continued in connection with a number of different activities of the Fund. There was further expansion in the scope and effectiveness of audit programs utilizing the "systems-based" approach and data processing techniques using both software packages and standard programming languages. The use of the computer as an audit tool has been applied with outstanding results, and the combination of it with the systems-based approach represents a major development in the internal audit of the Fund. A portion of the staff's efforts during the year were directed towards the data base being implemented in the Treasurer's Department. Major systems reviews either completed during the year or still in progress include the operational voucher system, the payroll system and the tax reimbursement system of the General Resources Account. Major operational audits (i.e., reviews to evaluate efficiency, economy and effectiveness of an operation) included advisory service contracts, budgeting, and follow-up on the transportation audit completed last year.

As usual, the staff of the Internal Auditor collaborated with the External Audit Committee. This is essential to the successful conduct and completion of the external audit of the Fund. Following the departure of the 1983 External Audit Committee, this office assisted in the contract renewal with the certified public accounting firm to assist the next Committee. Under the arrangements for the external audit of the Fund, the formation of the incoming Committee and selection of the public accounting firm to assist it are accomplished early in the financial year. The mechanics that were developed for this process have worked well. Under the present format, the involvement of the public accounting firm has been greatly increased in both scope and importance; and their work is largely the basis upon which the external auditors base their opinion on the financial statements of the Fund. The scope of the work of the public accounting firm, in turn, is based partly on their assessment of the scope and quality of the work of the Internal Audit. The staff devoted considerable time this year to the orientation of the new public accounting firm personnel to the external audit of the Fund.

The work program in FY 1985 is expected to follow along present lines. Emphasis will again be placed on systems reviews in a number of areas, especially financial operations. Use of special computer programs and the software packages in connection with the data bases of the Administration and Treasurer's Departments will be continued. Operational audits will be undertaken in areas to be selected, preferably at the request of the responsible department, bureau or office. Collaboration with the public accounting firm and with the External Audit Committee will be a major aspect of the work to be performed.

The part-time secretarial position will be upgraded to a full-time position.

FY 1985 BUDGET BY UNIT OF ORGANIZATION
SPECIAL REPRESENTATIVE TO THE UNITED NATIONS

Estimated Expenses

Type of expense	FY 1983 Actual Expenses	FY 1984 Estimated Expenses	FY 1985 Estimated Expenses	FY 1985 Compared with FY 1984	
				Increase + Decrease -	Index FY 1984 = 100
	(Value figures in thousands of U.S. dollars)				
Salaries	105	126	130	+ 4	103.2
Other personnel expenses	83	81	78	- 3	96.3
Business travel	33	30	31	+ 1	103.3
Other travel	5	8	7	- 1	87.5
Data processing services	—	—	—	—	—
Other administrative expenses	57	55	59	+ 4	107.3
Total	283	300	305	+ 5	101.7

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Staff Total	1	—	1	2	—	1	—	1	2

Summary of Functions and Work Program in Calendar Year 1983
and Financial Year 1985

This office coordinates the relations between the Fund and most institutions of the UN system.

In 1983, as in previous years, the Special Representative attended meetings of various UN bodies and reported on these meetings to the Executive Board and management. The office was also involved in coordinating the representation of the Fund's interests at meetings of experts and of intergovernmental committees. The office will continue the same assignments in FY 1985.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

SUPPORT GROUP

Personnel Ceilings

Unit	FY 1984				Change FY 1984 to FY 1985	FY 1985			
	Division Chief & Above	Range F-I	Range A-E	Total		Division Chief & Above	Range F-I	Range A-E	Total
Resident Representatives & Advisors	1	24	—	25 ¹	+ 1	1	25	—	26
Secretarial Staff	—	—	21.5	21.5	- 0.5	—	—	21	21
Staff Total	1	24	21.5	46.5	+ 0.5	1	25	21	47

¹Including 3 added during the course of FY 1984.

Summary of Functions and Work Program in Calendar Year 1983 and Financial Year 1985

Resident Representatives & Advisors

Resident representatives and advisors are assigned, upon request of the authorities concerned, to help countries in developing and implementing adjustment policies, to provide assistance on special projects, and to follow developments and gather information of interest to the Fund.

The FY 1984 administrative budget made provision for 22 positions (17 in FY 1983). Since the beginning of FY 1984, 3 new posts (Peru, Philippines, and Zambia) have been authorized.

For FY 1985, as many as 6 additional assignments may be requested, mostly in Africa. However, given the uncertainty surrounding some of these assignments, it is proposed to create only 1 additional position for an undesignated country at this time, and make available 2 others which are temporarily closed (Egypt and El Salvador). This is on the understanding that more positions may be added later in the year, if needed, as has been the past practice in such circumstances. The table on the next page compares the assignments proposed in FY 1985 with those at the end of FY 1984.

Secretarial Staff

This unit provides temporary secretarial assistance to Executive Directors and departments during periods of heavy work load and when staff are on leave, so as to help reduce the reliance on less experienced temporary help hired on a day-to-day basis from commercial agencies.

In 1983, this unit provided 15 man-years of secretarial support (15 man-years in 1982). The Secretarial Support Group was supplemented with 40 man-years of temporary agency help hired on a day-to-day basis (21 man-years in 1982). The minimum daily number of temporary help from commercial agencies was 25 secretaries per day in 1983 (17 in 1982).

It is proposed to reduce the number of secretarial staff in the Support Group from the present ceiling of 21.5 to 21, as the use of a half-time secretary in the Group has created some problems.

¹As noted on page 52, the cost of the 2 support units is spread among the units of the organization on the basis of current and anticipated assignments of resident representatives and usage of secretarial support unit staff, respectively; and, therefore, the usual estimate of costs table is not shown here. However, the estimated total cost of resident representative and advisor posts is given on page 24 in connection with operations and relations with member countries' activities.

FY 1985 BUDGET BY UNIT OF ORGANIZATION

SUPPORT GROUP

Resident Representatives & Advisors

Comparison of Anticipated Resident Assignments in FY 1985 with
Authorized Assignments in FY 1984

Countries	FY 1984	Change FY 1984 to FY 1985	FY 1985
African Countries			
Liberia	Representative		Representative
Mali	Representative		Representative
Sierra Leone	Representative		Representative
Togo	Representative		Representative
Uganda	Representative		Representative
Zambia	Representative ¹		Representative
Asian Countries			
Bangladesh	Representative		Representative
Indonesia	Representative		Representative
Korea	Representative		Representative
Nepal	Advisor		Advisor
Philippines	Representative ¹		Representative
Sri Lanka	Representative		Representative
Middle Eastern Countries			
Egypt	Representative	- 1	— ²
Sudan	Representative		Representative
Western Hemisphere Countries			
Bolivia	Representative		Representative
Chile	Representative		Representative
Costa Rica	Representative		Representative
East Caribbean Currency Countries	Advisor		Advisor
El Salvador	Representative	- 1	— ²
Haiti	Representative		Representative
Honduras	Representative		Representative
Jamaica	Representative		Representative
Paraguay	Representative		Representative
Peru	Representative ¹		Representative
Uruguay	Representative		Representative
Undesignated Country	—	+ 3	+ 3 ³
TOTAL	25	+ 1	26

¹Added during the course of FY 1984.

²Temporarily closed.

³Provision for anticipated new posts.

Administrative Budget for FY 1985

APPENDICES

APPENDIX I

FY 1984 Approved Administrative Budget Compared with Actual Expenses in FY 1983

(In thousands of U.S. dollars)

FY 1984 Compared with FY 1983							
	FY 1983	FY 1984	Original FY 1984		Additions	Additions and	
	Actual	Estimated	Budget Over	+	May 1983 ¹	Transfers	=
	Expenses	Expenses	FY 1983 Actual			March 1984 ²	Total
			Increase +		Increase +	Increase +	Increase +
			Decrease -		Decrease -	Decrease -	Decrease -
							Index
							(FY 1983
							= 100)
I. Personnel Expenses							
A—Salaries	74,640	79,900	+ 5,260		+ 4,080	- 230	+ 9,110
B—Other Personnel Expenses	58,589	54,210	- 4,379		+ 1,620	+ 1,800	- 959
Subtotal	133,229	134,110	+ 881		+ 5,700	+ 1,570	+ 8,151
II. Travel Expenses							
C—Business Travel	13,426	13,710	+ 284		—	—	+ 284
D—Other Travel	10,207	11,115	+ 908		—	- 290	+ 618
Subtotal	23,633	24,825	+ 1,192		—	- 290	+ 902
III. Other Administrative Expenses							
E—Communications	4,552	6,380	+ 1,828		—	+ 430	+ 2,258
F—Building Occupancy	6,383	9,255	+ 2,872		—	+ 180	+ 3,052
G—Books and Printing	1,745	2,050	+ 305		—	- 180	+ 125
H—Supplies and Equipment	4,790	4,300	- 490		—	+ 160	- 330
I—Data Processing Services	4,908	6,160	+ 1,252		—	+ 4,375	+ 5,627
J—Miscellaneous	3,468	5,460	+ 1,992		—	+ 15	+ 2,007
Subtotal	25,846	33,605	+ 7,759		—	+ 4,980	+ 12,739
Total	182,708	192,540	+ 9,832		+ 5,700	+ 6,260	+ 21,792

¹Supplementary appropriations for the 1983 general salary adjustment approved by the Executive Board on May 20, 1983.

²Additions and transfers of appropriations approved by the Executive Board on March 12, 1984.

APPENDIX II

FY 1984 Estimated Expenses Compared with Actual Costs in FY 1983: Principal Factors Accounting for the Increase (Items with a value of \$200,000 or more)

	\$000s
A. Additional Cost for New or Expanded Programs	
1. 51 new positions ¹	2,135
2. Increase in experts' program from 113 man-years to 126 man-years ²	995
3. Increase in Economist Program from 44 man-years to 48 man-years ²	230
4. Increase in Staff Contingency Fund from 75 man-years to 83 man-years	218
5. 10 percent increase in staff business travel	990
6. Somewhat larger IMF Institute program	354
7. More long distance telephone calls	225
8. New and expanded automation projects ²	4,880
Subtotal	10,027
B. Additional Cost for Continuing Existing Programs at Present Levels	
9. 6.4 percent general salary adjustment, effective May 1, 1983 ²	5,700
10. Merit increases and promotions for staff and assistants to Executive Directors ²	2,850
11. Adjustment of remuneration of Executive Directors, Alternates and Advisors, effective July 1, 1983 ²	250
12. 261 paid work days in FY 1984, compared with 260 in FY 1983 ²	347
13. Higher costs for children's education allowances	239
14. More termination grants	408
15. Increase in airfares and other travel costs	475
16. New telephone system for headquarters and extension	1,741
17. Opening of headquarters extension: building alterations in existing headquarters, furnishings and moving costs	1,275
18. Move to new rented space in International Square building: office partitions, furnishings, and moving costs	556
19. Improvements to cooling tower and ventilation systems	420
20. Fund-Bank comprehensive compensation survey for FY 1984 (Fund share of cost)	777
21. Higher cost of investment and custody services for management of assets of the Staff Retirement Plan	631
22. Study of information flow in Treasurer's Department	398
23. Other price increases (for labor, utilities, rented space, equipment, supplies, etc.)	700
24. Lower estimated experience losses for the Staff Retirement Plan	- 938
25. Lower cost of final cost-of-living supplements for the Staff Retirement Plan	- 2,670
26. Tax allowances: reduction on account of transitional arrangements and the Economic Recovery Act	- 1,000
27. Medical Benefits Plan: good claims experience in CY 1983	- 325
28. Lower cost of settlement allowances and travel in a nonelection year for Executive Directors	- 1,010
29. Lower cost of Interim Committee Meetings in Washington	- 864
30. Shelving, furniture, and equipment required in connection with relocation of Joint Library in FY 1983	- 590
31. Communications study completed in FY 1983	- 200
Subtotal	9,170
C. Other Factors	2,595
Total	21,792

¹This table is an update of the one shown on page 9 of the Administrative Budget document for FY 1984 (EBAP/83/96).

²Salaries and other personnel expenses.

APPENDIX III
FY 1984: Comparison of Revised Estimate with Original Budget¹
Summary Table

	Original Budget	Revised Estimate	Difference	Index (Original = 100)
	\$ Millions			
Personnel Expenses	134.1	141.4	7.3	105.4
Travel Expenses	24.8	24.5	-0.3	98.8
Other Administrative Expenses	33.6	38.6	5.0	114.9
Total	192.5	204.5	12.0	106.2

Personnel Expenses

The two main factors accounting for the revised estimate being \$7.3 million more than the original budget were the 6.4 percent general salary adjustment effective May 1, 1983 (+\$5.7 million), and provision for accrued unused annual leave and separation grants (+\$3.5 million). The Executive Board authorized provision for these factors after the original Administrative Budget was approved. Additional costs were incurred on account of the adjustment to the remuneration of Executive Directors effective July 1, 1983 (+\$0.2 million), 126 man-years of experts instead of 120 as budgeted (+\$0.7 million), and higher costs for overtime and the Staff Contingency Fund than expected (+\$0.4 million). On the other hand, there were several factors which reduced costs: tax allowances (-\$0.6 million), cost-of-living supplement of the Staff Retirement Plan (-\$0.4 million), good claims experience with the Medical Benefits Plan (-\$0.6 million), children's education allowances (-\$0.2 million) and fewer man-years of resident representatives and advisors than expected (-\$0.5 million). In addition, some funds originally budgeted for temporary assignments were transferred to the Data Processing Services category to be used to hire skilled assistance through consulting companies.

Travel Expenses

Travel expenses are expected to be lower than budgeted mainly because, contrary to expectation, the average cost of settlement travel in FY 1984 is actually less than the average cost in FY 1983. The freight element in settlement travel is historically volatile and difficult to forecast in aggregate for the Fund's relatively small volume.

Other Administrative Expenses

The largest single factor accounting for the revised estimate being \$5.0 million more than the original budget was the increased cost of data processing services (+\$4.4 million). This factor arose because of (i) a need for a larger computer in the JCF to improve a deteriorating level of service, (ii) data communications equipment to provide a less expensive means of communication between the mainframe computers and the Fund terminals (a provision which will give recurring savings over an extended period of time), (iii) a need for urgent development of the integrated information management system in the Treasurer's Department, and (iv) the provision of additional word processors and microcomputers to help staff working under severe pressure. Other factors were more long distance telephone calls and a longer period of overlap between the new Rolm telephone system and the old Bell Centrex system (+\$0.4 million) and a need for more carpeting replacements than expected (+\$0.2 million).

¹This statement is a summary of the statement in EBAP/84/45 (3/6/84), Administrative Budget for FY 1984—Additional Appropriations and Transfers of Appropriations.

APPENDIX IV

FY 1983 Actual Expenses Compared with Actual Expenses in FY 1982: Principal Factors Accounting for the Increase¹

Summary Table

	FY 1982	FY 1983	Difference	Index (FY 1982 = 100)
	\$ Millions			
Personnel Expenses	117.0	133.2	16.2	113.8
Travel Expenses	20.7	23.6	2.9	114.0
Other Administrative Expenses	19.4	25.9	6.5	133.5
Total	157.2 ²	182.7	25.5*	116.2

*Does not add up due to rounding.

Principal Factors Accounting for Increased Cost in FY 1983

	Increase Over Previous Year (\$ Millions)
Personnel Expenses	15.9³
1. General salary adjustments for staff and assistants to Executive Directors	6.3
2. Merit increases and promotions for staff and assistants effective May 1, 1982	2.3
3. 33 new staff positions	1.7
4. Increase in Economist Program and number of resident representatives and advisors	0.8
5. Adjustment of remuneration of Executive Directors, effective July 1, 1982	0.3
6. Increase in number of experts from 107 to 113 man-years	0.5
7. Accrued annual leave and separation grants accumulated through FY 1983	4.0
8. Staff Retirement Plan: higher experience losses less decreased cost of funding cost-of-living supplements	1.0
9. Increase in cost of children's education allowances	0.2
10. Increased cost of Medical Benefits and Group Life Insurance Plans	0.9
11. Tax allowances: reduction in federal tax rates, transitional arrangements, etc.	-2.0
12. Other factors	-0.1
Travel Expenses	3.2³
13. Annual Meeting in Toronto	0.4
14. Increase in volume of mission travel and higher airfares	2.5
15. Election year for Executive Directors: higher cost of settlement allowances and travel	0.6 ³
16. Other factors	-0.3
Other Administrative Expenses	6.5
17. Expansion of IMFI program to include overseas seminars	0.4
18. New telecommunications system, first phase, and related study	0.5
18. Repair of roof of headquarters building	0.3
20. Kitchen remodeling and other remodeling required in connection with opening of new building	0.7
21. Shelving, furniture and equipment required in connection with relocation of Joint Library	0.6
22. Purchase of mainframe computer and acquisition of two additional satellite computers	0.7
23. Staff Retirement Plan study	0.3
24. Other factors	3.0
Total	25.6

¹This table which is based on actual expenses in FY 1983 is an update of the table shown in Attachment III to EBAP/83/96, Supplement I, which was based on the revised estimates made three months before the end of the financial year.

²Excludes cost of retroactive salary adjustments attributable to previous years (see footnote 1 of Appendix VIII).

³Settlement allowances associated with the election year which are a personal expense are shown in this table as part of item 15.

APPENDIX V

FY 1983: Comparison of Actual Expenses with Original Budget¹

Summary Table

	Original Budget	Actual Expenses	Difference	Index (Original = 100)
	\$ Millions			
Personnel Expenses	123.8	133.2	9.4	107.6
Travel Expenses	24.3	23.6	-0.7	97.1
Other Administrative Expenses	25.7	25.9	0.2	100.8
Total	173.8	182.7	8.9	105.1

Personnel Expenses

The two main factors accounting for actual expenses exceeding the original budget by \$9.4 million were the 7.5 percent general salary adjustment effective May 1, 1982 (\$6.3 million) and provision for accrued unused annual leave and separation grants (\$4.0 million). The Executive Board approved provision for these factors after the original administrative budget was authorized. Another factor was the adjustment to the remuneration of Executive Directors which was effective July 1, 1982. In addition, expenses for both the Medical Benefits and the Group Life Insurance Plans were higher than had been expected because of poor claims experience. These additional costs were partially offset by savings resulting from vacancies and turnover of staff and lower than expected cost of maturity funding for cost-of-living supplements for the Staff Retirement Plan.

Travel Expenses

There was a larger volume of home leave and staff business travel than originally budgeted. However, this additional cost was more than offset by a lower volume of Annual Meeting travel and of settlement travel of staff and IMFI participants than expected. In addition, lower costs resulted from an agreement with Thomas Cook to compensate the Fund for use of its office space and communications facilities.

Other Administrative Expenses

The overexpenditure was largely attributable to the purchase of 55 word processing machines and of the main frame computer in the Joint Computing Facility (JCF) which was essentially dedicated to Fund work. These purchases were made after a review which took into account the likely future use of the machines by the Fund, residual value and interest rates. In addition, there was a greater use of the JCF than originally estimated. Partially offsetting these higher costs were savings because of postponement until FY 1984 of building alterations associated with the move into the Phase II extension and of certain publications.

¹This statement which is based on actual expenses in FY 1983 is an update of the statement shown on page 5 of Attachment II to EBAP/83/96, supplement I, which was based on the revised estimates made three months before the end of the calendar year.

APPENDIX VI

1973-1983 Activities of the Fund—Selected Indicators¹

(Other than financial transactions)

	1973	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983
1. Member Countries	126	126	128	129	132	138	140	141	143	146	146
2. Executive Board Sessions ²	129	183	223	180	197	226	209	207	190	211	203
3. Executive Board Decisions	540	708	698	629	621	675	679	671	622	520	614
4. Consultation Missions	91	92	88	88	92	89	95	95	87	107	129
5. Resident Representative and Advisor Positions ³	23	21	28	21	21	21	21	18	17	21	25
6. Man-Years in Overseas Travel Status (F-M Staff)	95.4	91.9	94.6	97.3	102.7	107.3	112.3	128.4	143.2	145.9	162.7
7. Documents Issued											
SM	289	282	304	243	298	308	295	282	244	249	269
EBS	448	490	498	545	485	720	640	284	251	244	276
EBD	326	251	281	253	260	283	327	350	337	323	340
EBAP	314	323	339	308	356	339	376	380	402	447	312
DM	98	125	119	119	129	117	97	84	95	91	87
ID	5	5	7	5	8	6	7	7	8	2	5
SUR	—	—	—	—	—	—	—	—	—	—	51
TR	—	—	—	24	52	70	51	30	3	1	—
8. Man-Years of Expert Assistance Provided ⁴											
Central Banking Experts	58.0	63.5	68.7	77.1	68.6	69.8	75.5	71.3	76.4	77.2	88.1
Technical Assistance Panel	26.2	23.9	19.6	16.4	26.0	26.2	24.5	24.5	28.5	31.5	32.3
	84.2	87.4	88.3	93.5	94.6	96.0	100.0	95.8	104.9	108.7	120.4
9. IMF Institute Participants Trained	165	207	209	222	243	245	231	295	300	423	412
10. Statistical Time Series Maintained (in thousands)	140	150	182	259	313	329	369	379	417	432	550

¹Calendar years except where indicated otherwise.

²Formal and informal sessions, seminars, and Committees of the Whole.

³The figures shown are for the financial years beginning in each of the calendar years.

⁴For the year 1973, the figures shown are those for financial year 1974.

APPENDIX VII

FY 1974-FY 1984 Administrative Expense Totals

FY	Original Budget			Original Budget Revised on Account of General Salary Adjustment			Actual Expense			Adjusted Actual Expenses ¹		
	Increase from Previous Year			Increase from Previous Year			Increase from Previous Year			Increase from Previous Year		
	Amount			Amount			Amount			Amount		
	\$ Million	\$ Million	Percent	\$ Million	\$ Million	Percent	\$ Million	\$ Million	Percent	\$ Million	\$ Million	Percent
1974	48.53	6.73	16.1	50.72	8.18	19.2	50.15	7.33	17.1	50.15	7.33	17.1
1975	54.04	5.51	11.4	56.65	5.93	11.7	55.92	5.77	11.5	56.45	6.30	12.6
1976	60.50	6.46	12.0	64.70	8.05	14.2	63.91	7.99	14.3	63.75	7.30	12.9
1977	70.00	9.50	15.7	72.66	7.96	12.3	72.18	8.27	12.9	72.32	8.57	13.4
1978	78.35	8.35	11.9	81.46	8.80	12.1	80.43	8.25	11.4	80.39	8.07	11.2
1979	88.05	9.70	12.4	89.70	8.24	10.1	90.55	10.12	12.6	90.96	10.57	13.1
1980	98.90	10.85	12.3	105.50	15.80	17.6	107.34	16.79	18.5	107.59	16.63	18.3
1981	125.20 ²	26.30	26.6	128.21	22.71	21.5	128.72	21.38	19.9	135.79	28.20	26.2
1982	147.60	22.40	17.9	164.15	35.94	28.0	165.35	36.63	28.5	157.15	21.36	15.7
1983	173.80	26.20	17.8	180.11	15.96	9.7	182.71	17.36	10.5	182.71	25.56	16.3
1984	192.54	18.74	10.8	198.24	18.13	10.1	204.50 (est.)	21.79	11.9			

¹Adjusted for retroactive general salary adjustments.

²Includes \$4.8 million for interim general salary adjustment approved in February 1980.

APPENDIX VIII

FY 1974-FY 1984 Administrative Expenses by Object of Expense Account

(In thousands of U.S. dollars)

Object of Expense	Financial Year											Change FY 74/84 Index FY 1974 = 100
	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984 (est.)	
I. PERSONNEL EXPENSES												
A—SALARIES												
EDs, Alternates and Advisors	1,308	1,476	1,567	1,586	1,622	1,794	2,078	2,560	3,352	3,753	4,295	328.4
Assistants to EDs	999	1,245	1,446	1,590	1,751	1,941	2,290	2,624	2,693	3,187	3,590	359.4
Staff	21,160	23,972	26,934	29,381	31,682	35,684	41,410	50,248	54,138	61,234	68,180	332.2
Secretariat of Dev. Committee		33	114	101	250							
TA experts and consultants	2,196	2,404	2,740	2,744	2,979	3,332	3,857	4,639	6,044	6,466	7,685	350.0
Total	25,663	29,130	32,801	35,402	38,284	42,751	49,635	60,071	66,227	74,640	83,750	326.3
B—OTHER PERSONNEL EXPENSES												
Dependency allowances	896	886	1,297	1,481	1,471	1,485	1,688	2,527	2,691	3,076	3,325	371.1
Settlement allowances and grants	273	383	374	425	331	486	788	1,064	1,187	5,785	5,490	2,011.0
Overseas allowance	533	624	698	750	877	1,108	1,552	1,533	1,728	1,993	2,200	412.8
Children's education allowances	294	352	387	449	553	619	830	1,043	1,388	1,561	1,800	612.2
Study allowances and training	166	159	234	220	312	300	394	511	644	606	786	473.5
IMF Institute living allowances	299	412	395	434	434	430	513	587	641	710	765	255.9
Tax allowances	2,869	3,500	4,129	5,157	5,665	6,379	7,277	9,896	11,071	9,718	9,700	338.1
Retirement contributions	3,790	4,961	5,670	8,058	10,774	13,154	15,463	22,448	27,879	30,368	28,800	759.9
Termination incentives	170	150	175	209	121	122	116	681	510	492	900	529.4
Health benefits	582	621	728	1,220	1,750	1,467	1,536	1,870	2,518	3,301	3,000	515.5
Life insurance and death benefits	84	86	98	123	123	50	58	174	6	259	114	135.7
Social and welfare expenses	102	111	92	92	89	109	109	139	140	178	200	196.1
Food services	265	199	256	246	266	291	354	375	405	542	550	207.5
Total	10,323	12,444	14,533	18,864	22,766	26,000	30,678	42,848	50,808	58,589	57,630	558.3
Total Personnel Expenses	35,986	41,574	47,334	54,266	61,050	68,751	80,313	102,919	117,035	133,229	141,380	392.9
II. TRAVEL EXPENSES												
C—BUSINESS TRAVEL												
Meetings of Governors	2,198	1,048	843	1,629	871	766	2,138	1,293	1,888	2,512	1,380	62.8
Other business travel	2,701	3,146	3,289	3,534	4,297	4,657	5,885	7,947	9,749	10,914	12,330	456.5
Total	4,899	4,194	4,132	5,163	5,168	5,423	8,023	9,240	11,637	13,426	13,710	279.9
D—OTHER TRAVEL												
Settlement travel	1,555	2,089	2,242	2,413	2,054	2,484	2,976	3,559	4,193	4,558	4,205	270.4
Home leave travel	1,021	1,133	1,411	1,237	1,264	1,344	1,853	2,159	3,731	4,337	5,170	506.4
Miscellaneous travel	298	250	308	333	579	656	961	928	1,177	1,312	1,450	486.6
Total	2,874	3,472	3,961	3,983	3,897	4,484	5,790	6,646	9,101	10,207	10,825	376.7
Total Travel Expenses	7,773	7,666	8,093	9,146	9,065	9,907	13,813	15,886	20,738	23,633	24,535	315.6

APPENDIX VIII (continued)

FY 1974-FY 1984 Administrative Expenses by Object of Expense Account

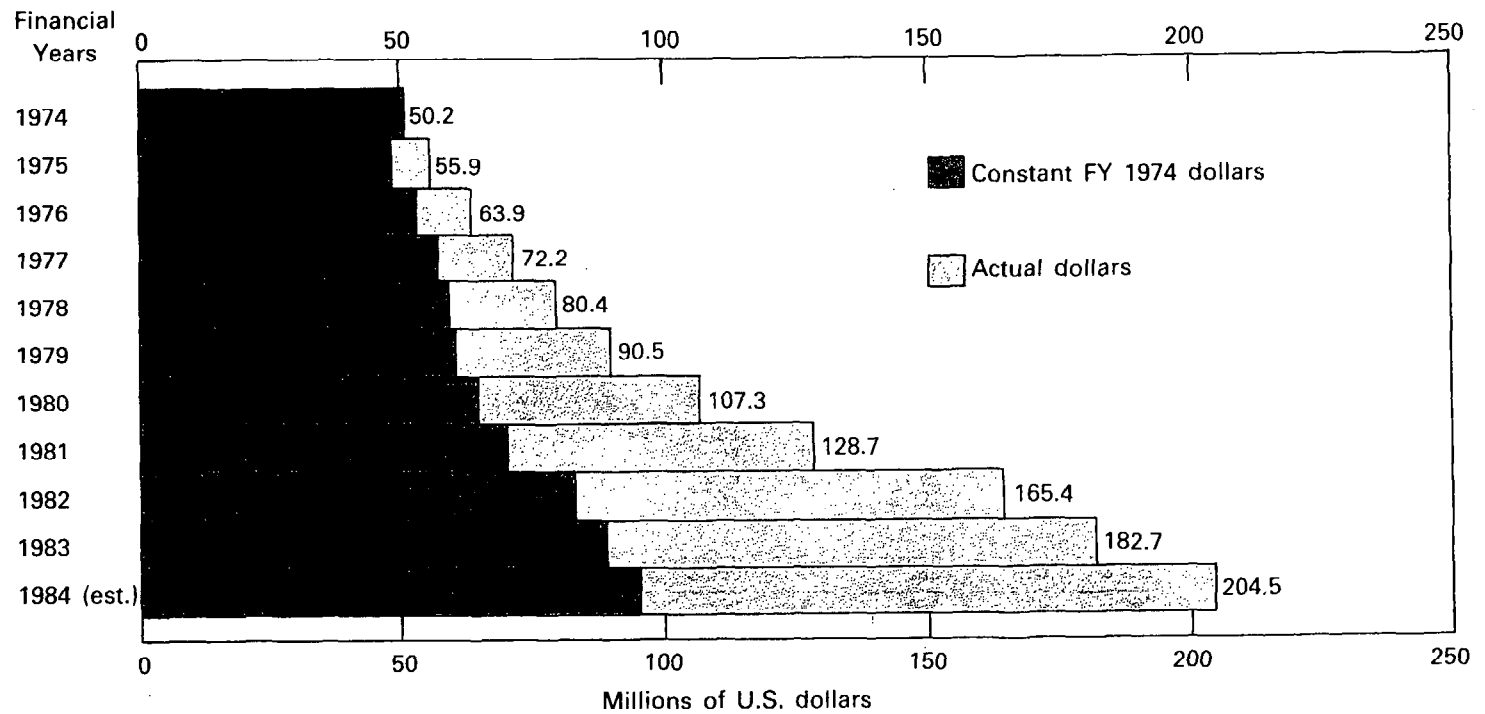
(In thousands of U.S. dollars)

Object of Expense	Financial Year											Change FY 74/84 Index FY 1974 = 100
	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984 (est.)	
III. OTHER ADMINISTRATIVE EXPENSES												
E—COMMUNICATIONS												
Postage and freight	523	625	665	701	724	836	1,019	1,129	1,486	1,798	1,900	363.3
Telephone	471	501	571	622	785	797	985	1,127	1,173	1,808	3,860	819.5
Telegraph	605	498	597	776	794	914	995	1,226	948	946	1,050	173.6
Total	1,599	1,624	1,833	2,099	2,303	2,547	2,999	3,482	3,607	4,552	6,810	425.9
F—BUILDING OCCUPANCY												
Maintenance and operations	1,110	1,222	1,397	1,459	1,721	1,716	2,006	2,300	2,780	2,918	3,600	324.3
Utilities	578	780	902	724	1,019	1,009	989	1,355	1,601	1,782	2,250	389.3
Alterations	16	74	49	193	84	595	203	579	335	1,026	2,406	n.a.
Rentals	(240)	(276)	(306)	(340)	(281)	10	(34)	348	399	657	1,179	n.a.
Total	1,464	1,800	2,042	2,036	2,543	3,330	3,164	4,582	5,115	6,383	9,435	644.5
G—BOOKS AND PRINTING												
Books and periodicals	212	208	212	220	298	312	389	484	504	631	710	334.9
Contractual printing	712	853	933	893	849	928	1,032	1,068	1,216	1,114	1,160	162.9
Total	924	1,061	1,145	1,113	1,147	1,240	1,421	1,552	1,720	1,745	1,870	202.4
H—SUPPLIES AND EQUIPMENT												
Purchase of furn. and equip.	374	335	345	433	316	457	442	544	1,203	2,612	2,452	655.6
Rental of equipment	279	300	446	454	461	526	570	765	855	887	468	167.7
Maintenance of equipment	53	69	86	71	119	160	126	226	354	458	560	1,056.6
Expendable supplies	271	289	349	376	406	487	524	679	837	833	980	361.6
Total	977	993	1,226	1,334	1,302	1,630	1,662	2,214	3,249	4,790	4,460	456.5
I—DATA PROCESSING SERVICES												
Joint Computing Facility	702	800	1,024	1,184	1,198	1,355	1,802	1,519	2,462	3,029	4,535	646.0
Contractual support services											2,500	n.a.
Other data proc. services	201	266	154	169	338	174	426	422	406	1,879	3,500	1,741.3
Total	903	1,066	1,178	1,353	1,536	1,529	2,228	1,941	2,868	4,908	10,535	1,166.7
J—MISCELLANEOUS												
Representation	154	229	208	198	276	318	335	404	468	480	625	405.8
Insurance	112	117	121	192	182	393	539	355	401	444	475	424.1
Misc. contractual services	229	249	274	327	794	1,193	1,067	2,543	2,013	2,532	4,587	2,003.1
Sundries	33	67	292	257	189	122	47	(88)	(63)	12	(212)	n.a.
Total	528	662	895	974	1,441	2,026	1,988	3,214	2,819	3,468	5,475	1,036.9
Total Other Adm. Expenses	6,395	7,206	8,319	8,909	10,272	12,302	13,462	16,985	19,378	25,846	38,585	603.4
Total	50,154	56,446	63,746	72,321	80,387	90,960	107,588	135,790	157,151	182,708	204,500	407.7
Retroactive Adjustment ¹	—	- 531	+ 159	- 138	+ 45	- 415	- 246	- 7,074	+ 8,200	—	—	
Officially Recorded Total	50,154	55,915	63,905	72,183	80,432	90,545	107,342	128,716	165,351	182,708	204,500	

¹The amounts shown in this table reflect adjustments on account of retroactive general salary adjustments and related benefits, the costs of which have been charged to later years because the accounts for the year of attribution were already closed when the retroactive payments were paid. The purpose of this adjustment is to make for a more realistic comparison between financial years.

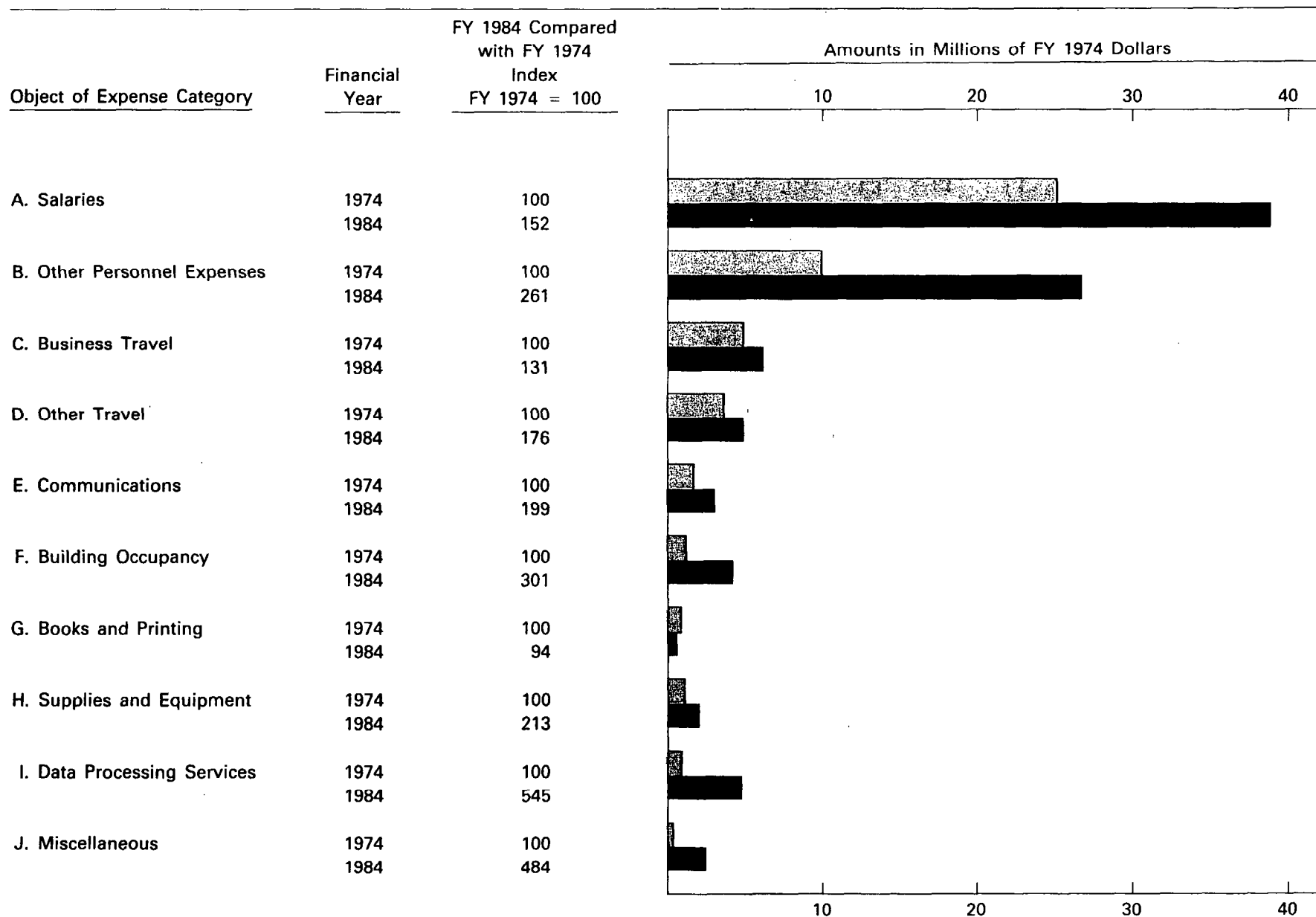
APPENDIX IX

FY 1974-FY 1984 Administrative Expense Totals (In Terms of actual dollars and constant FY 1974 dollars)



APPENDIX X

FY 1974-FY 1984 Administrative Budget by Object of Expense Categories (Comparison of FY 1974 and FY 1984 Expenses in Terms of FY 1974 Dollars)



APPENDIX XI

FY 1974-FY 1984 Administrative Expenses by Object of Expense Categories (Budget Categories as Percent of Total Budget)

Object of Expense	Financial Year											Change FY 74/84 Index
	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	FY 1974 = 100
I. PERSONNEL EXPENSES												
A. Salaries	51.2	51.6	51.4	49.0	47.6	47.0	46.1	44.2	42.2	40.8	40.9	79.9
B. Other Personnel Expenses	<u>20.6</u>	<u>22.0</u>	<u>22.8</u>	<u>26.1</u>	<u>28.3</u>	<u>28.6</u>	<u>28.5</u>	<u>31.6</u>	<u>32.3</u>	<u>32.1</u>	<u>28.2</u>	<u>136.9</u>
	71.8	73.6	74.2	75.1	75.9	75.6	74.6	75.8	74.5	72.9	69.1	96.2
II. TRAVEL EXPENSES												
C. Business Travel	9.8	7.3	6.5	7.2	6.4	6.0	7.5	6.8	7.4	7.3	6.7	68.4
D. Other Travel	<u>5.7</u>	<u>6.2</u>	<u>6.2</u>	<u>5.4</u>	<u>4.9</u>	<u>4.9</u>	<u>5.4</u>	<u>4.9</u>	<u>5.8</u>	<u>5.6</u>	<u>5.3</u>	<u>93.0</u>
	15.5	13.5	12.7	12.6	11.3	10.9	12.9	11.7	13.2	12.9	12.0	77.4
III. OTHER ADMINISTRATIVE EXPENSES												
E. Communications	3.2	2.9	2.9	2.9	2.9	2.8	2.8	2.6	2.3	2.5	3.3	103.1
F. Building Occupancy	2.9	3.2	3.3	2.8	3.2	3.6	2.9	3.4	3.2	3.5	4.6	158.6
G. Books and Printing	1.8	1.9	1.8	1.5	1.4	1.4	1.3	1.1	1.1	1.0	0.9	50.0
H. Supplies & Equipment	1.9	1.8	1.9	1.9	1.6	1.8	1.6	1.6	2.1	2.6	2.2	115.8
I. Data Processing Services	1.8	1.9	1.8	1.9	1.9	1.7	2.1	1.4	1.8	2.7	5.2	288.9
J. Miscellaneous	<u>1.1</u>	<u>1.2</u>	<u>1.4</u>	<u>1.3</u>	<u>1.8</u>	<u>2.2</u>	<u>1.8</u>	<u>2.4</u>	<u>1.8</u>	<u>1.9</u>	<u>2.7</u>	<u>245.5</u>
	12.7	12.9	13.1	12.3	12.8	13.5	12.5	12.5	12.3	14.2	18.9	148.8
TOTAL BUDGET	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	

APPENDIX XII

FY 1974–FY 1984 Statistics on Personnel, Benefits, and Travel

Object of Expense	Units	Financial Year											Change FY 74/84 Index FY 1974 = 100
		1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984 (est.)	
I. SALARIES													
Executive Directors, Alternates, and Advisors	Positions	44	44	44	44	44	44	46	52	60	60	64	145.5
Assistants to Executive Directors	Positions	70	80	90	90	90	90	95	97	100	100	105	150.0
Staff	Positions ¹	1,345	1,393	1,419	1,434	1,424	1,427	1,448	1,497	1,568	1,605	1,661	123.5
Technical assistance experts	Man-years	87	88	93	93	94	100	98	96	107	113	126	144.8
II. OTHER PERSONNEL EXPENSES ²													
Dependency allowances	Recipients	937	1,007	1,095	1,143	1,209	1,187	1,182	1,180	1,262	1,348	1,339	142.9
Settlement allowances	Recipients	88	130	119	142	90	125	141	148	141	182	135	153.4
Overseas allowances	Man-years ³	111	112	118	116	115	121	117	111	121	132	143	128.8
Children's education allow.	Recipients	151	177	186	207	257	262	289	319	382	416	426	282.1
Study allowances	Recipients ⁴	548	414	434	482	591	687	741	828	851	802	826	150.7
IMFI living allowances	Days ⁵	21,860	30,444	23,682	23,936	23,368	23,400	26,664	24,573	28,724	28,686	30,626	140.1
Tax allowances	Recipients	347	368	390	390	405	409	401	403	431	439	444	128.0
Retirement contributions	Enrollees	1,389	1,417	1,466	1,482	1,499	1,492	1,496	1,531	1,631	1,664	1,746	125.7
Termination incentives	Recipients ⁶	8	16	6	11	8	10	7	26	10	15	9	112.5
Medical Benefits Plan	Enrollees ⁷	1,403	1,443	1,509	1,696	1,769	1,778	1,823	1,955	2,080	2,175	2,261	161.2
Group Life Insurance Plan	Enrollees ⁷	1,051	1,268	1,348	1,377	1,422	1,418	1,486	1,581	1,691	1,778	1,847	175.7
Food services	Meals (000s)	330	344	350	365	398	414	402	419	438	451	480	145.5
III. TRAVEL EXPENSES ⁸													
Annual Meeting	Trips ⁹	466	226	223	468	230	231	520	238	248	580	259	55.6
Other business travel	Trips	1,405	1,455	1,499	1,550	1,704	1,753	1,987	2,205	2,358	2,446	2,640	187.9
Settlement travel	Trips	83	132	122	153	89	131	138	140	147	180	137	165.1
Home leave travel	Trips	389	400	458	426	477	444	433	438	547	540	583	149.9
Miscellaneous travel	Trips ¹⁰	84	75	81	91	141	156	184	208	257	268	275	327.4

¹Includes number of man-years in Economist Program and Special Appointees Program.

²Benefits for Executive Directors, Alternates, Advisors, assistants and staff, unless otherwise noted.

³Resident representatives and advisors, and technical assistance experts.

⁴Assistants to Executive Directors, and staff.

⁵IMFI participants.

⁶Staff only. To avoid double counting, recipients are only counted for the year of separation, even though payments in many instances have been made over more than one financial year.

⁷Includes retirees as well as Executive Directors, Alternates, Advisors, assistants and staff.

⁸Trips for Executive Directors, Alternates, Advisors, assistants and staff, unless otherwise noted.

⁹Includes Governors as well as Executive Directors, Alternates, Advisors, assistants and staff.

¹⁰Includes trips under education policy, spouses' points policy, and emergency travel.

APPENDIX XIII

FY 1974–FY 1984 Average Unit Cost of Personnel, Benefits, and Travel

(In U.S. dollars)

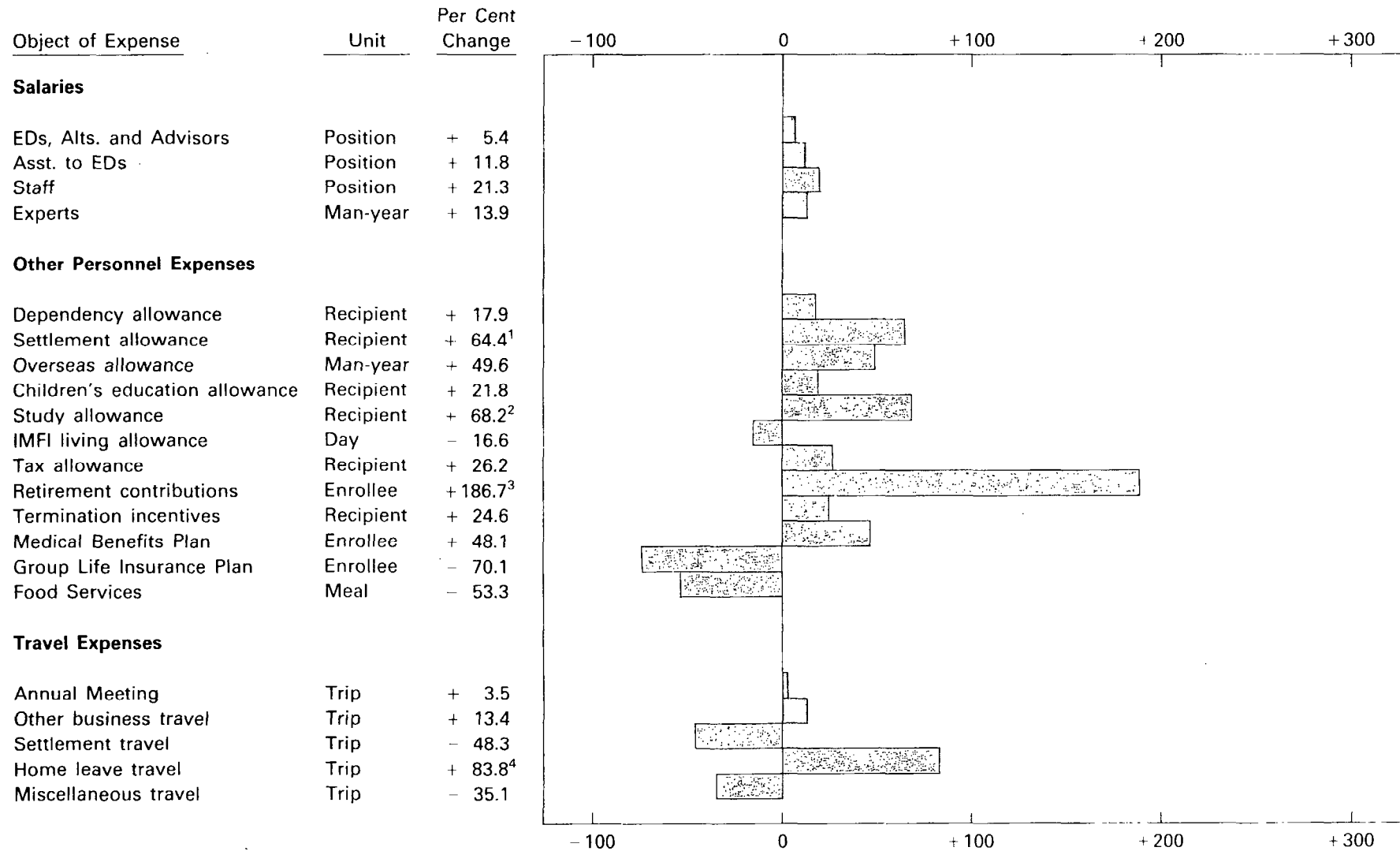
Object of Expense	Unit	Financial Year											Change FY 74/84 Index FY 1974 = 100
		1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984 (est.)	
I. SALARIES													
Executive Directors, Alternates, and Advisors	Position	29,727	33,545	35,614	36,045	36,864	40,773	45,174	49,231	55,867	62,550	67,109	225.8
Assistants to Executive Directors	Position	14,271	15,563	16,067	17,667	19,456	21,567	24,105	27,052	26,930	31,870	34,190	239.6
Staff	Position	15,151	16,857	18,763	20,257	21,926	24,272	27,570	32,413	33,206	36,600	39,350	259.7
Technical assistance experts	Man-year	22,448	25,102	26,914	28,591	30,809	32,130	37,204	42,792	51,299	51,876	54,762	244.0
II. OTHER PERSONNEL EXPENSES													
Dependency allowances	Recipient	871	802	1,066	1,166	1,097	1,119	1,298	2,023	1,906	2,023	2,199	252.5
Settlement allowances	Recipient	2,545	2,623	2,479	2,556	2,867	3,144	5,050	6,392	7,326	8,582	8,963	352.2
Overseas allowances	Man-year	4,802	5,571	5,915	6,466	7,626	9,157	13,265	13,811	14,281	15,098	15,384	320.4
Children's education allow.	Recipient	1,503	1,514	1,624	1,763	1,708	2,034	2,543	2,940	3,259	3,428	3,920	260.8
Study allowances	Recipient	259	338	472	400	494	419	513	597	740	738	933	360.2
IMFI living allowances	Day	14	14	17	18	19	18	19	24	25	25	25	178.6
Tax allowances	Recipient	8,023	9,416	10,510	13,051	13,775	15,482	17,853	24,159	25,353	22,114	21,685	270.3
Retirement contributions	Enrollee	2,646	3,356	3,739	5,348	7,125	8,747	10,253	14,538	16,893	18,041	16,249	614.1
Termination incentives ¹	Recipient	22,236	11,914	31,626	22,669	10,180	12,267	94,072	143,997	17,809	33,839	59,357	266.9
Medical Benefits Plan	Enrollee	331	335	380	610	846	691	686	796	1,044	1,270	1,050	317.2
Group Life Insurance Plan	Enrollee	75	67	72	88	79	28	37	101	12	129	48	64.0
Food services	Meal	1	1	1	1	1	1	1	1	1	1	1	100.0
III. TRAVEL EXPENSES													
Annual Meeting	Trip	2,350	2,748	2,709	3,412	3,183	3,338	2,950	4,408	4,621	3,067	5,208	221.6
Other business travel	Trip	1,922	2,162	2,194	2,280	2,522	2,657	2,962	3,604	4,134	4,462	4,670	243.0
Settlement travel	Trip	8,904	8,424	9,180	8,516	9,697	9,641	10,420	11,600	11,830	11,594	9,854	110.7
Home leave travel	Trip	2,093	2,283	2,548	2,570	2,650	3,027	3,741	4,379	6,422	7,469	8,242	393.8
Miscellaneous travel	Trip	1,464	1,387	1,667	2,176	1,525	1,167	1,418	1,558	1,673	2,000	2,036	139.1

Note: Unit costs in this table reflect, inter alia, general salary adjustments and changes in other personnel allowances, including special payments to the Staff Retirement Plan on account of experience losses (FY 1977 and later) and cost of living supplements (FY 1978 and later). Tax allowances for FY 1983 also reflect recent changes in U.S. federal income tax rates. Costs of Group Life Insurance in later years reflect returns of premiums, which vary with claims experience. Some of the variance in the cost of Annual Meetings travel is on account of changes in location: FY 1974, Nairobi; FY 1977, Manila; FY 1980, Belgrade; FY 1983, Toronto; and the remaining years in Washington, D.C.

¹To make for more realistic comparisons, the total estimated payment for each recipient is counted in the year of separation even though, in fact, payments to many recipients have been spread over more than one financial year. The exceptional averages in FY 1980–81 are on account of payments to 17 former staff members under the Early Retirement Incentives Scheme.

APPENDIX XIV

FY 1974-FY 1984: Percent Change in Average Unit Cost in Terms of Constant (FY 1974) Dollars, of Personnel, Benefits and Travel



¹Reflects the introduction of settling-in and separation grants which became effective June 1 and July 1, 1979, respectively.

²Reflects recent emphasis on training in office technology.

³Reflects the joint effect of special payments made for amortization of experience losses and special payments for cost of living supplements, which were commenced in FY 1977 and FY 1978, respectively.

⁴Reflects the introduction of the home leave allowance in March 1981.

APPENDIX XV

FY 1974-FY 1984 Staff Ceilings by Unit of Organization

(To make for more realistic comparisons, staff ceilings of departments have been adjusted retroactively for the whole period on account of interdepartmental transfers of positions during the period. Details are shown in the footnotes.)

Department/ Bureau/Office	Financial Year											Change FY 74/84 Index FY 1974 = 100
	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	
MANAGEMENT	7	7	7	7	7	8	6	6	6	7	7	100.0
African ¹	82	82	82	83	85	87	88	92	100	103	109	132.9
Asian ²	61	65	66	65	61	58	58	59	61	61	62	101.6
European	66	69	69	68	68	69	69	70	73	77	83	125.8
Middle Eastern ³	37	40	39	40	40	42	43	45	45	45	45	121.6
Western Hemisphere ⁴	81	83	84	85	85	84	87	88	89	90	97	119.8
Support Group												
Resident Representatives and Advisors ⁵	23	21	28	21	21	21	21	18	17	21	25	108.7
Area Departments	350	360	368	362	360	361	366	372	385	397	421	120.3
Exchange & Trade Relations ⁶	65	66	67	67	68	70	71	72	78	83	88	135.4
Fiscal Affairs	64	65	65	66	67	69	69	70	73	75	77.5	121.1
Legal	32	34	35	32	32	32	32	33	34	34	34	106.3
Research ⁷	62	62	62	69	69	70	70	72	74	77	80	129.0
Treasurer's ⁸	94	103	105	112	113	113	118	119	130	130	130	138.3
Functional Departments	317	330	334	346	349	354	360	366	389	399	409.5	129.2
Central Banking	22	22	22	22	21	21	21	21	21	22	23.5	106.8
IMF Institute	49	51	51	51	51	52	52	53	55	57	58	118.4
Technical Assistance Depts.	71	73	73	73	72	73	73	74	76	79	81.5	114.8
Bureau of Statistics ⁹	90	91	94	94	95	95	95	97	99	102	107	118.9
External Relations ¹⁰	40	43	44	44	45	44	47	47.5	54.5	55	57	142.5
Office in Europe	13	13	13	13	13	14	14	14	15	15	15	115.4
Office in Geneva	3	3	3	3	3	3	3	6	6	6	6	200.0
Special Representative to UN	2	2	2	2	2	2	2	2	2	2	2	100.0
Information, Statistics & Liaison	148	152	156	156	158	158	161	166.5	176.5	180	187	126.4
Administration ¹¹	183	195	195	201	201	203	206	210	215	216	219	119.7
Secretary's ¹²	74	76	78	81	81	81	82	83	85	87.5	89.5	120.9
Bureau of Computing Services ¹³	57	58	60	62	62	63	65	65.5	65.5	64.5	66.5	116.7
Bureau of Language Services	92	96	96	94	91	91	91	96	100	100	100	108.7
Internal Auditor	6	6	6	6	6	6	7	7.5	7.5	7.5	7.5	125.0
Support Services	412	431	435	444	441	444	451	462	473	475.5	482.5	117.1
Support Group Secretarial Staff	5	6	8	8	7	8	7	18.5	20.5	21.5	21.5	430.0
TOTAL	1,310	1,359	1,381	1,396	1,394	1,406	1,424	1,465	1,526	1,559	1,610	122.9

Note: In FY 1978 the Balance of Payments Division was transferred from the Research Department to the Bureau of Statistics. In FY 1981 publications and editorial staff were transferred from the Secretary's Department to the new External Relations office which also incorporated the former Information Office. The Finance and Development Office was added to EXR in FY 1984. In addition, Resident Representative and Advisor posts were transferred from the area departments to the Support Group. In FY 1983 data processing staff in Administration, Statistics, Research, and Treasurer's were transferred to the new Bureau of Computing Services. To make for more realistic comparisons the following retroactive adjustments have been made on account of these transfers:

¹AFD: FY 74-75, -2; FY 76, -4; FY 77, -3; FY 78-80, -1.

²ASD: FY 74, -8; FY 74, -9; FY 75, -6; FY 76, -7; FY 77, -6; FY 78, -7; FY 79-80, -8.

³MED: FY 74-75, -2; FY 76-5; FY 77, -4; FY 78, -5; FY 79, -3; FY 80, -4.

⁴WHD: FY 74-75 -10; FY 76, -12; FY 77-78, -8; FY 79, -9; FY 80, -8.

⁵Support Group: addition of all positions shown FY 74-80.

⁶ETR: FY 75, -1.

⁷RES: FY 74-76, -25; FY 77, -26; FY 78-79, -3; FY 80-82, -6.

⁸TRE: FY 74-80, -12; FY 81-82, -13.

⁹STAT: FY 74 + 6; FY 74-76, +7; FY 78-79, -17; FY 80-82, -18.

¹⁰EXR: adjustments to Information Office ceiling: FY 74-79, +20; FY 80, +22. Additional adjustment also made on account of F&D becoming part of EXR in FY 1984: FY 74, +6; FY 75-80, +7; FY 81-82, +7.5; FY 83, +7.

¹¹ADM: FY 74, -25; FY 74, -27; FY 75, -28; FY 76-78, -30; FY 79, -31; FY 80, -29; FY 81-82, -28.5.

¹²SEC: FY 74-79, -20; FY 80, -22.

¹³BCS: addition of all positions shown, FY 74-82.

APPENDIX XVI

FY 1974-FY 1984 Increases in Staff Ceilings by Main Groupings of Organizational Units

Main Groupings of Organizational Units	Financial Year										Totals	
	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	1974-84	1979-84
(A) Additional Positions ¹												
Management	—	—	—	—	1	-2	—	—	1	—	—	-1
Area Departments	10	8	-6	-2	1	5	6	13	12	24	71	60
Functional Departments	13	4	12	3	5	6	6	23	10	10.5	92.5	55.5
Technical Assistant Departments	2	—	—	-1	1	—	1	2	3	2.5	10.5	8.5
Information Statistics & Liaison	4	4	—	2	—	3	5.5	10	3.5	7	39	29
Support Services	19	4	9	-3	3	7	11	11	2.5	7	70.5	38.5
Secretarial Support	1	2	—	-1	1	-1	11.5	2	1	—	16.5	13.5
TOTAL	49	22	15	-2	12	18	41	61	33	51	300	204
(B) Percentage Increase in Staff Ceiling ²												
Management	—	—	—	—	—	—	—	—	—	—	—	—
Area Departments	2.9	2.2	-1.6	-0.5	0.3	1.4	1.6	3.5	3.1	6.0	20.3	16.6
Functional Departments	4.1	1.2	3.6	0.9	1.4	1.7	1.7	6.3	2.6	2.6	29.2	15.7
Technical Assistant Departments	2.8	—	—	-1.4	1.4	—	1.4	2.7	3.9	3.2	14.8	11.6
Information Statistics & Liaison	2.7	2.6	—	1.3	—	1.9	3.4	6.0	2.0	3.9	26.4	18.4
Support Services	4.6	0.9	2.1	-0.7	0.7	1.6	2.4	2.4	0.5	1.5	17.1	8.7
Secretarial Support	—	—	—	—	—	—	—	—	—	—	—	—
TOTAL	3.7	1.6	1.1	-0.1	0.9	1.3	2.9	4.2	2.2	3.3	22.9	14.5

¹Includes positions added or deleted during the course of the year.

²To simplify the table, columns for management and secretarial support have been omitted because small numerical changes in these small groups produce large percentage changes which distract attention from changes in the main functional areas.

APPENDIX XVII

FY 1974-FY 1984 Actual Staff by Range¹

(Differs from staff ceilings because includes temporary staff
in Economist Program and Staff Contingency Fund)

Range		Financial Year											Change FY 74/84 Index FY 1974 = 100
FY 1974	FY 1975- FY 1984	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	
A-E Staff													
1	A	70	84	87	74	72	72	71	67	59	56	52	74.3
2	B	157	164	148	145	132	135	132	125	152	146	134	85.4
3	C	168	169	179	195	195	178	171	162	145	146	159	94.6
4	D	135	140	148	153	160	173	182	199	213	236	239	177.0
5	E	67	75	69	80	86	91	91	102	111	110	107	159.7
Subtotal		597	632	631	647	645	649	647	655	680	694	691	115.7
F-I Staff													
A	F	82	77	86	92	93	84	94	104	100	97	110	134.1
B	G	201	204	192	186	190	182	165	164	161	173	182	90.5
C	H	154	164	167	168	167	178	180	170	189	196	204	132.5
D	I	110	113	124	145	156	173	181	213	216	224	229	208.2
Subtotal		547	558	569	591	606	617	620	651	666	690	725	132.5
J-M Staff													
E	J	74	78	79	73	80	71	67	68	71	82	90	121.6
F	K	34	35	41	51	44	54	63	66	61	63	61	179.4
G	L	48	46	43	45	42	41	40	38	43	44	49	102.1
H	M	15	15	14	14	13	15	16	14	16	16	18	120.0
Subtotal		171	174	177	183	179	181	186	186	191	205	218	127.5
Total		1,315	1,364	1,377	1,421	1,430	1,447	1,453	1,492	1,537	1,589	1,634	124.3

¹As of May 1 of each year.

APPENDIX XVIII

FY 1974-FY 1984 Actual Staff by Occupational Groups¹

(Differs from staff ceilings because includes temporary staff in Economist Program and Staff Contingency Fund)

Occupational Group	Financial Year											Change FY 74/84 Index FY 1974 = 100
	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	
A-E Staff												
Accounting/Auditing	27	29	27	28	28	26	25	24	26	27	27	100.0
Administrative Services	126	135	125	127	127	132	135	140	145	142	136	107.9
Computing Services	20	19	18	18	17	15	17	15	16	14	13	65.0
Economics	34	39	39	44	48	48	47	44	48	48	52	152.9
Graphic Services	8	7	8	8	8	7	8	8	7	6	6	75.0
Human Resources	17	19	21	23	21	21	20	19	25	27	29	170.6
Library/Documentation	26	30	31	30	30	33	31	30	33	33	35	134.6
Office Support	334	348	356	361	356	358	352	363	370	387	385	115.3
Writing/Editing	5	6	6	8	10	9	12	12	10	10	8	160.0
Subtotal	597	632	631	647	645	649	647	655	680	694	691	115.7
F-M Staff												
Accounting/Auditing	28	28	30	30	33	33	36	38	39	40	40	142.9
Administrative Services	24	24	29	28	30	29	30	33	31	30	31	129.2
Computing Services	30	32	35	38	38	41	39	40	44	45	46	153.3
Economics	492	501	488	511	519	527	529	548	560	591	637	129.5
Graphic Services	2	2	3	3	3	3	3	3	3	3	3	150.0
Human Resources	41	40	49	52	50	49	51	52	53	55	53	129.3
Library/Documentation	24	25	26	28	28	29	33	32	32	34	37	154.2
Language Services	43	47	51	48	48	47	46	51	51	49	49	114.0
Writing/Editing	34	33	35	36	36	40	39	40	44	48	47	138.2
Subtotal	718	732	746	774	785	798	806	837	857	895	943	131.3
Total	1,315	1,364	1,377	1,421	1,430	1,447	1,453	1,492	1,537	1,589	1,634	124.3

¹As of May 1 of each year.

APPENDIX XIX

FY 1974-FY 1984 Financial Transactions

	Financial Year										
	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984 (10 mos.)
	<u>Number</u>										
I. General Resources Account											
A. Member Countries at End of Period	126	126	128	130	134	138	140	141	145	146	146
B. Transactions in General Resources Account											
1. Stand-By Arrangements	15	14	18	19	18	14	24	21	21	27	22
2. Extended Arrangements	—	—	2	1	—	4	4	10	5	4	2
3. Purchases											
Reserve Tranche	22	49	24	10	11	16	17	19	39	37	72
Credit Tranche	14	33	22	22	32	30	51	73	62	75	98
Buffer Stock	—	—	1	—	—	2	5	—	—	14	5
Compensatory Financing	9	1	22	39	9	19	27	21	25	33	14
Extended Facility	—	—	1	2	2	8	11	19	30	23	26
Oil Facility	—	76	65	15	—	—	—	—	—	—	—
Total	45	159	135	88	54	75	111	132	156	182	215
4. Repurchases	126	120	127	91	212	432	665	744	700	472	376
5. Reconstitutions	64	70	88	93	75	41	1	9	—	—	—
6. Acquisitions ¹	—	—	—	—	—	—	—	—	18	90	165
7. Total Purchases, Repurchases and Reconstitutions (3. + 4. + 5. + 6.)	235	349	350	272	341	548	777	885	874	744	756
	<u>Amount in SDR millions</u>										
8. Total Purchases	1,058	5,102	6,591	4,910	2,503	3,720	2,434	4,860	8,041	11,392	9,957
9. Total Repurchases	672	518	960	868	4,485	4,859	3,793	2,853	2,010	1,555	1,777
10. Reconstitution of SDRs from the General Resources Account	113	96	293	402	467	75	5	20	—	—	—
11. Acquisitions of SDRs for payment of charges ¹	—	—	—	—	—	—	—	—	24	162	286
12. Total Purchases, Repurchases and Reconstitutions (8. + 9. + 10. + 11.)	1,843	5,716	7,844	6,180	7,455	8,654	6,232	7,733	10,075	13,109	12,020
C. Total Quotas of Members at End of Period	29,189	29,189	29,211	29,217	32,346	39,011	39,017	59,606	60,685	61,060	88,999

¹Data not available before FY 1982.

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¹Defined as the number of times SDRs are received. For example, a transaction with designation in which three countries are designated to provide currency in exchange for SDRs counts as three transactions rather than one transaction (the latter definition was used in the corresponding table in previous years).

APPENDIX XX

FY 1974–FY 1984 Income, Expenses and Reserves

(In millions of SDRs)

	Financial Year										1984 (10 mos.)
	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	
Operational Income	38.5	166.5	455.9	774.6	839.6	753.3	614.2	882.3	1,788.9	2,045.3	2,228.4
Operational Expense	27.2	131.6	407.5	727.5	741.6	633.7	525.0	702.3	1,543.5	1,788.5	2,014.6
Net Operational Income	11.2	34.9	48.4	47.1	98.0	119.6	89.2	179.9	245.4	257.0	213.8
Net Administrative Budget Expense	42.5	44.8	52.5	60.8	65.9	68.6	81.3	98.9	142.4	164.9	155.4
Net Fixed Property Expense	5.9	–0.3	–0.9	0.1	—	—	0.3	1.3	11.4	15.5	3.1
Total Administrative and Fixed Property Expense	48.4 ¹	44.6 ¹	51.3 ¹	65.3 ^{1,2}	70.5 ^{1,2}	73.4 ^{1,2}	86.1 ^{1,2}	99.9 ^{1,2}	153.3 ¹	191.4 ^{1,3}	158.2 ¹
Net Income or Expense (–)	–37.2	–9.7	–2.9	–18.2	27.5	46.2	3.1	80.1	92.0	65.4	55.6
Reserves:											
General	365.6	365.6	365.6	365.6	365.6	365.6	365.6	365.6	365.6	365.6	365.6 ⁴
Special	<u>351.7</u>	<u>342.0</u>	<u>339.0</u>	<u>320.9</u>	<u>348.4</u>	<u>394.5</u>	<u>397.6</u>	<u>477.7</u>	<u>569.7</u>	<u>635.1</u>	<u>690.7</u>
Total	<u>717.3</u>	<u>707.6</u>	<u>704.6</u>	<u>686.5</u>	<u>714.0</u>	<u>760.1</u>	<u>763.2</u>	<u>843.3</u>	<u>935.3</u>	<u>1,000.7</u>	<u>1,056.3</u>

Note: Due to rounding to nearest SDR 0.1 million, figures may not add up.

¹Includes small amounts for net valuation adjustment.

²Includes amortization of past service liabilities of the Staff Retirement Plan.

³Includes cumulative effects (to April 30, 1982) of changing the method of accounting for compensated absences and accumulated termination grants (SDR 11.0 million).

⁴Includes year to date income provisionally placed to the General Reserve pending decision by the Executive Board.

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