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ATTENTION**

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ROOM C-120

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EBAP/84/178

August 17, 1984

To: Members of the Executive Board
From: The Secretary
Subject: Staffing of an Executive Director's Office

In the attached memorandum from the Chairman of the Committee on Executive Board Administrative Matters, the Committee makes a recommendation concerning the staffing of an Executive Director's office.

In the absence of an objection from an Executive Director by the close of business on Thursday, August 30, 1984, the recommendation of the Committee will be deemed approved by the Executive Board and it will be so recorded in the minutes of the next meeting thereafter.

Att: (1)

Other Distribution:
Department Heads

August 16, 1984

To: Members of the Executive Board

From: Robert K. Joyce, Chairman
Committee on Executive Board Administrative Matters

Subject: Staffing of an Executive Director's Office

At its meeting on August 2, 1984, the Committee on Executive Board Administrative Matters considered a request from Mr. Nimatallah, set out in EB/CAM/84/18 (7/13/84), for one additional Advisor position. One member of the Committee and some Executive Directors, who are not members of the Committee, suggested that a general review of the staffing needs of Executive Directors' offices should be made before taking a decision on Mr. Nimatallah's request. The other members of the Committee considered that the request should be approved on an ad hoc basis and with the understanding that the additional position should be a temporary one.

The Committee recommends that the Executive Board approve a temporary position for one additional Advisor in Mr. Nimatallah's office.