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**IMMEDIATE  
ATTENTION**

EBAP/83/177

July 6, 1983

To: Members of the Executive Board

From: The Secretary

Subject: Annual Meetings--Office Arrangements for Constituencies

Executive Directors met informally on May 26, 1983 to discuss arrangements for constituency offices at Annual Meetings. It was agreed that a guideline should be prepared setting out the principles which the Joint Secretariat should follow in providing office and meeting room space free of charge. The attached paper contains a proposed guideline and also recommendations on the related issues of (i) offices for Executive Directors at Annual Meetings, and (ii) local secretarial help for Executive Directors at Annual Meetings abroad.

In light of the discussions that have already taken place, it is not proposed to bring these matters to the agenda of either the Committee on Executive Board Administrative Matters or the Executive Board. In the absence of an objection by an Executive Director by the close of business on Wednesday, July 13, 1983, the recommendations contained in the attached paper 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

Annual Meetings - Office Arrangements for Constituencies

1. EBAP/82/445, 12/27/82, described the evolution of the practice whereby certain regional groupings have been provided with office and meeting room space at Annual Meetings without charge. The views of all Executive Directors on this matter were canvassed by the Secretary and it was then discussed at an informal meeting of Executive Directors on May 26, 1983. At that meeting, it was agreed that a clear rationale should be established for allocating free space to constituencies on an equitable basis. It was also agreed that due consideration must be given to the cost implications and to the increasingly tight constraints on space at Annual Meetings sites. It was concluded that there was justification for providing appropriate space without charge to constituencies which had several members, including a number of poor countries; the case for so doing would be even stronger if at least some of the members normally made a joint statement. On this basis, it was thought that two constituencies could be added to the list of regional groupings which had free space assigned to them for the whole period of the Annual Meetings. (The Executive Director for the Nordic countries had previously indicated that his constituency would not seek to continue to receive such space.) It was noted that constituencies which did not qualify for free space for the whole period would continue to be provided free of charge with rooms for holding occasional meetings as required.

2. The staff were asked to draft a guideline setting out the criteria according to which free space would be made available to constituencies in the future. The intention was that the guideline should provide the Joint Secretariat with a sufficient basis for making decisions on requests from constituencies. It was noted that it would be necessary for the proposed guideline to be agreed with the World Bank, where Executive Directors had already reached a consensus that the existing arrangements, whatever their inequities, should remain in force.

3. The draft guideline is set out below; it has been prepared in consultation with the Vice President and Secretary of the World Bank and it is understood that he will be discussing it with Bank Executive Directors.

The five regional groupings (i.e., African, Latin American, Middle Eastern I, Middle Eastern II, and Southeast Asian) which currently have free space assigned to them for the whole period of the Annual Meetings, will continue to receive such space. Other regional groupings of member countries will normally be provided with similar office and meeting room space at Annual Meetings without charge if the grouping comprises not less than seven countries at least four of which are considered as poor countries. In responding to requests for free space, the Joint Secretariat will make every effort to satisfy the requirements of the individual groupings while giving due consideration to the cost implications and to the overall constraints on space at the Annual Meetings site.

4. Two other matters relating to office arrangements for constituencies--offices for Executive Directors at Annual Meetings and local secretarial help for Executive Directors at Annual Meetings abroad--were not discussed at the meeting on May 26, 1983. Executive Directors may find it helpful to have the following information:

(a) Local secretarial help for Executive Directors at Annual Meetings Abroad

In light of a discussion in the Committee on Executive Board Administrative Matters on the subject of the attendance of assistants to Executive Directors at Annual Meetings held outside Washington (EB/CAM/Meeting/70/5, 5/14/70), a few Executive Directors have been provided with local secretarial help at Annual Meetings abroad. Attachment I lists all of the instances where Fund Executive Directors have received local help since 1970; on each occasion one local secretary was provided for each of the Executive Directors listed in order to assist with the extra work load placed on the offices of some Directors by the existence of caucuses. Attachment II contains the relevant passage from the minutes of EB/CAM/Meeting/70/5.<sup>1/</sup> It is understood that a very few World Bank Executive Directors have also received local secretarial help on the same basis. The provision of this local help has involved little cost; the total amount for the Fund at the 1982 Annual Meetings in Toronto was approximately \$2,000. Moreover, the Joint Secretariat has not experienced difficulties with administering this facility in accordance with the guidance provided by the Committee on Executive Board Administrative Matters in 1970. It is therefore recommended that the present procedure be continued unchanged.

(b) Offices for Executive Directors at Annual Meetings

Beginning in 1970, offices have been provided at Annual Meetings for a limited number of Executive Directors as listed in Attachment III. The rationale for this arrangement is very similar to that for providing local secretarial help, namely, the needs of those Executive Directors who are elected by large constituencies and have additional work load because of caucus activities. The cost to the Fund and Bank is expected to total \$10,300 for the 1983 Annual Meetings.<sup>2/</sup> In addition, the number of offices involved contributes to the general tightness of space availability at Annual Meetings, especially when the Meetings are held abroad. Nevertheless, there does not seem to be any doubt about the importance of this

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<sup>1/</sup> A similar decision was taken in the World Bank (R70-74/3).

<sup>2/</sup> Based on occupancy of six offices for 14 days at \$98 per office per day plus charges for telephone installation and use, rental of furniture and equipment, and one-time setting-up charges.

facility for the Executive Directors concerned and the administrative arrangements involved have not been a cause of difficulty for the Joint Secretariat. It is therefore recommended that the present procedure be continued unchanged.

5. The following draft decision is proposed for adoption by the Executive Board:

The Executive Board approves (i) the guideline, set out in paragraph 3 of EBAP/83/177 (7/6/83), for providing regional groupings with office and meeting room space at Annual Meetings without charge; and (ii) the recommendations contained in paragraph 4 of EBAP/83/177 (7/6/83), for providing offices for Executive Directors at Annual Meetings and for providing local secretarial help for Executive Directors at Annual Meetings abroad.

Attachments (3)

Local Secretarial Help for Executive Directors

1970 (Copenhagen)

None

1973 (Nairobi)

Mr. Nicol-Cole  
Mr. Yameogo

1976 (Manila)

Mr. Deif

1979 (Belgrade)

Mr. Amuzegar  
Mr. Finaish  
Mr. Mogae  
Mr. Nana-Sinkam

1982 (Toronto)

Mr. Kiingi  
Mr. Nana-Sinkam

Extract from EB/CAM/Meeting/70/5 (5/14/70)

The Chairman said that the Secretary would prepare a draft report to take account of the discussion that would then be circulated to members of the Committee on a lapse-of-time basis before being referred to the Executive Board.

The Chairman then asked about the procedures for providing assistants to caucus meetings. He wondered how the various caucuses should be serviced if the decision on the number of assistants attending were to be changed.

The staff representative said that the caucuses would be serviced by Joint Secretariat staff that included assistants to Executive Directors; the number of assistants provided was based on an assessment by the Joint Secretariat of the needs of the caucuses and the cost would be an expenditure in the Joint Secretariat budget.

The Chairman thought the question arose whether Directors concerned with the caucuses might have an additional assistant at an annual meeting if they were already taking two assistants.

Mr. Yaméogo thought that basically all Directors should be treated in the same way; any cases of particular need should be treated separately. He thought that two assistants would normally be adequate provided that the Joint Secretariat made available such assistance as was necessary in connection with caucus activities.

Mr. Williams, like Mr. Yaméogo, thought that all Directors should be treated equally. He did not envisage that he would need to take more than two of his assistants to the 1970 Annual Meeting, but exceptional cases could arise, and there should be ways of providing additional assistance if necessary; allowance should be made for that.

Mr. Johnstone asked if he was right in assuming that caucuses on balance tended to add to the workload in the offices of the Directors concerned.

Mr. Kharmawan said that he did not envisage needing additional help over and above the facilities of two assistants, if services such as interpreters etc. continued to be provided to the caucuses by the Joint Secretariat.

The Chairman said in reply to Mr. Johnstone that the existence of caucuses was an expression of the extra workload placed upon the offices of some Directors. After some further discussion, the Chairman said the sense of the meeting seemed to be that Directors would usually provide no more than two assistants to serve at Annual Meetings outside Washington, but sufficient flexibility in the arrangements should be retained so as to provide for additional needs which might arise in connection with servicing the caucuses.

Offices for Executive Directors at Annual Meetings

<u>Year</u>	<u>Number of Offices Provided</u>	<u>Executive Directors to Whom Offices Assigned</u>
1970	4	Assigned on an ad hoc basis
1971	4	)
1972	4	) Two for Bank Executive
1973	4	) Directors and two for Fund
1974	4	) Executive Directors elected
1975	4	) by African countries
1976	4	)
1977	6	)
1978	6	) Three for Bank Executive
1979	6	) Directors and three for Fund
1980	6	) Executive Directors elected
1981	6	) by African countries
1982	6	)