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**IMMEDIATE
ATTENTION**

EB/CAM/00/16

March 27, 2000

To: **Members of the Committee on
Executive Board Administrative Matters**

From: **The Committee Secretary**

Subject: **EDP Activities in Offices of Executive Directors**

There is attached for consideration by the Committee a paper on electronic data processing activities for the Offices of Executive Directors. The paper is circulated to members of the Committee at the request of the Chairman.

Unless there is a request to the Committee Secretary by noon on Thursday, March 30, 2000, that this matter be considered in Committee, the draft report and recommendation will be deemed approved by the Committee for submission to the Executive Board.

Att: (1)

Other Distribution:
Members of the Executive Board

EDP Activities in Offices of Executive Directors

Prepared by the Staff

March 27, 2000

I. INTRODUCTION

1. The procedures for handling EDP activities for the Offices of Executive Directors (OED) were established in 1987. Under these procedures, the needs of individual offices are formulated with the technical assistance of the staff and then consolidated into a budget proposal for consideration by the Committee on Executive Board Administrative Matters (CAM). The CAM recommends to the Executive Board an EDP budget for the Offices of Executive Directors for inclusion in the Fund's administrative and capital budgets.

2. Since 1987, many changes have occurred in the management of the Fund's EDP activities in light of rapidly changing technology. This has led to a Fund-wide approach to the provision of technology equipment, information, software, and services. At the same time, a number of changes have occurred in EDP activities for OED. Some elements have been eliminated over the years due to obsolescence. Others have been merged with Fund-wide initiatives to provide for uniformity and greater efficiency. The only elements that remain in the OED EDP budget from the original 1987 initiatives are manpower resources for support, provision for additional computer workstations for new staff, and a small non-capital budget for miscellaneous equipment and software.

3. This paper seeks to change the procedures for handling EDP activities for OED, which in effect have become obsolete. The paper is organized as follows: Section II provides background on the procedures currently followed; Section III discusses the status of the EDP budget for FY 2000 and proposals for FY 2001; Section IV sets forth proposals for changing the procedures for handling OED EDP activities; and Section V contains a draft recommendation for consideration by the Executive Board.

II. BACKGROUND

4. In 1987 the Executive Board approved procedures which have been followed ever since to provide for its EDP needs (EBAP/87/136, 6/15/87). At that time, those procedures were in line with those followed by the Fund staff for formulating its EDP budget proposals, except that the Executive Board retained authority over its own EDP budget resources, whereas staff resources came under the jurisdiction of the Executive Committee on Computing Services (ECCS).¹ The ECCS no longer exists, and budgeting for computer

¹ The ECCS was a committee of senior staff, chaired by the Deputy Managing Director, which reviewed budget requests within the framework of the overall Administrative Budget.

equipment and services has for many years been managed on a Fund-wide basis by the Bureau of Technology Services (formerly the Bureau of Computing Services) rather than department by department. In fact, OED is the only Fund unit that continues to budget separately for such EDP needs. Individual departments budget only for major projects that fall within their own jurisdiction (e.g., the Annual Meetings System, the Documents Management Facility, etc.).

III. REVIEW OF STATUS OF EDP IN FY 2000 AND COMPONENTS OF EDP PROPOSALS FOR FY 2001

5. For FY 2000, the Executive Board approved an OED EDP administrative and capital projects budget of \$356,445. A budget of \$340,330 under the Administrative Budget included \$330,330 for staff resources (i.e., for management oversight and coordination and for services provided by the OED Computer Support Team) and \$10,000 for non-capital equipment and software.² FY 2000 funding for capital budget projects totaled \$16,125, for acquisition of up to five additional basic computer workstations.

6. For FY 2001, the estimated OED EDP budget would be \$380,578 under the Administrative Budget, including \$370,578 for staff resources and \$10,000 for non-capital equipment and software.

A. EDP Administrative Budget

7. As has been customary, Executive Directors were asked to indicate special requirements for their offices for hardware, software, and other services for FY 2001. Requests were related mainly to basic computing needs and associated support. In fact, it has been possible to accommodate all the requests received, which were few, from the remaining resources for non-capital equipment and software in the FY 2000 budget (the budget for this category was only \$10,000). Experience over the past few years with this element of the exercise has been similar to this year, generating few requests that have been relatively inexpensive and simple to accommodate.

8. For FY 2001, the estimated OED EDP budget for staff resources would be \$370,578 (\$330,330 in FY 2000), which reflects an increase of about one person-year over FY 2000. These resources would be applied to planning for installation of computers, individualized support and training for OED personnel, implementation and assistance with software

² This includes peripheral equipment, miscellaneous software, and other unforeseen requirements that are not part of the standard configuration of capital project purchases.

upgrades or any new application standards the Fund may adopt, other technical activities including network administration, home page assistance, and project management tasks.³

9. For FY 2001, the estimated OED EDP budget for non-capital equipment and software would be \$10,000. This estimate is based on the experience of the last several years.

B. EDP Capital Projects Budget

10. In FY 2000 a multi-year capital project provided, on a contingent basis, for computers should further additional requirements arise (i.e., additional positions or government-provided assistance, increases in Bank staff housed in Fund office space, etc.). The overall cost for the five-year project was \$62,000, of which about \$16,125 was budgeted in FY 2000 for acquisition of up to five additional workstations and printers.

11. For FY 2001 BTS has indicated that provision for any such additional requirements could be handled by the Fund-wide computer equipment project. This element of the OED EDP budget would therefore be eliminated.

IV. PROPOSED CHANGES

12. In order to simplify the handling of EDP needs in Offices of Executive Directors, it is proposed that the procedures established in 1987 be amended as follows:

13. First, budgeting for technical and support services for OED would be merged with Fund-wide budgeting for departmental support services, with the understanding that the level of services now provided by the OED Computer Support Team, as well as management oversight and coordination, would be maintained. It is further proposed that the interests of OED continue to be represented by a Systems Executive provided by the Secretary's Department.⁴

14. Second, provision for additional computer workstations would be merged into the Fund-wide program for provision of computer equipment, as indicated by BTS.

15. Third, provision for discretionary budgets for miscellaneous non-capital equipment and software would be made available to OED on the same basis as Fund departments.⁵

³ The OED Computer Support Team also provides support services to staff of OMD located in the headquarters building.

⁴ At present, the Chief of Executive Board Services serves as Systems Executive for OED.

⁵ Departmental discretionary budgets are based upon a set amount per person each financial year. The OED budgets for this category have been estimated on the same basis for many years and have never been exceeded.

16. Finally, it would be understood that should a special project for OED arise in the future that requires EDP resources, such a project could be considered by CAM for recommendation for inclusion in the Fund-wide EDP budget for consideration by the Executive Board.

V. DRAFT REPORT AND RECOMMENDATION TO THE EXECUTIVE BOARD

The Committee on Executive Board Matters has considered proposals for electronic data processing (EDP) activities for the Offices of Executive Directors on the basis of EB/CAM/00/16 (3/27/00). It noted that the procedures for handling EDP activities, established in 1987 (EBAP/87/136, 6/15/87, and EBAP/92/85, 4/10/92), have become obsolete. The Committee, therefore, considered the following:

- (i) A proposal to merge the budgeting for the existing level of services that OED is provided with the Fund-wide budget for departmental support services, on the understanding that the existing level of services now provided by the OED Computer Support Team, as well as for management oversight and coordination, be maintained. The interests of OED would also continue to be represented by a Systems Executive provided by the Secretary's Department.
- (ii) A proposal that provision be made for discretionary budgets for miscellaneous non-capital equipment and software to be made available to OED on the same basis as Fund departments.
- (iii) A proposal that the provision for acquisition of computer equipment for new staff in OED be merged with the Fund-wide project.

The Committee noted that implementing these changes would simplify the handling of EDP needs for OED. It also noted that should a special project in OED arise in the future that would require EDP resources, such a project could be considered by CAM for recommendation to the Executive Board for inclusion in the Fund-wide EDP budget.

Accordingly, the Committee recommends that the Executive Board approve the following:

1. Budgeting for EDP support services provided for OED be merged into the Fund-wide budget process for departmental support services, with the understanding that the existing level of services now provided by the OED Computer Support Team, as well as management for oversight and coordination, be maintained. A Systems Executive would continue to be provided by the Secretary's Department to represent the interests of OED.
2. Discretionary budgets for miscellaneous non-capital equipment and software be provided for OED on the same basis as is provided for Fund departments.
3. Provision for acquisition of computer equipment for new staff in OED be merged with the Fund-wide project.

These changes would take effect within the context of the FY 2001 Administrative and Capital Budget.