

ARCHIVES  
ROOM IS11-400 0523

**IMMEDIATE  
ATTENTION**

EB/CAM/00/42

October 3, 2000

To: Members of the Committee on  
Executive Board Administrative Matters

From: The Committee Secretary

Subject: **Travel to Conferences and Seminars by Members  
of the Offices of Executive Directors**

The attached paper is circulated to members of the Committee at the request of the Chairman.

In the absence of a request to the Committee Secretary by noon on Tuesday, October 10, 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 on a lapse of time basis.

Mrs. Papin (ext. 36750) is available to answer factual questions relating to this paper.

Att: (1)

Other Distribution:  
Members of the Executive Board

## **INTERNATIONAL MONETARY FUND**

### **Travel to Conferences and Seminars by Members of the Offices of Executive Directors**

**Prepared by the Staff**

**October 3, 2000**

1. The purpose of this paper is to propose the simplification of the approval process for travel by members of the Offices of Executive Directors to conferences and seminars held outside a member country that appointed or elected the Executive Director.
2. The criteria and guidelines for travel to conferences and seminars, established in 1994 (EBAM/94/152, 9/9/94), are as follows:
  - a. Travel by an Executive Director on official Fund business to a conference or seminar held in a member country that appointed or elected the Executive Director will be submitted direct to the Executive Board for approval.
  - b. Travel on official Fund business to a conference or seminar held outside a member country that appointed or elected the Executive Director shall be submitted to the Committee on Executive Board Administrative Matters (CAM) for consideration whether to recommend to the Executive Board that the travel be approved.
  - c. To be considered official Fund business, the purpose of a conference or seminar must have a direct relation to Fund matters in respect of the member country(ies) that appointed or elected the Executive Director. Proposed travel will be considered on the basis of a full description by the Executive Director concerned of the purpose of the conference or seminar and of the consequent link of the purpose to the business of the Fund in relation to the member country(ies) of the constituency.
3. It is proposed to simplify the approval process for travel to conferences and seminars outside the constituency, referred to in paragraph (b) above, by eliminating routine consideration by CAM of such requests, and thus reducing the workload on the CAM and the staff. Instead, requests would be submitted direct to the Executive Board for approval on a lapse of time basis. If an Executive Director requests a meeting on an individual request, the matter could be referred to the CAM for review.
4. For background information, Attachment I shows the number of trips to conferences and seminars outside constituencies in each calendar year since the criteria and guidelines were established in 1994. It is noteworthy that since then, there have been no objections to requests for such travel.

### **Draft Report and Recommendation**

The Committee on Executive Board Administrative Matters has considered a proposal to simplify the approval process for travel to conferences and seminars outside a member country that appointed or elected the Executive Director, on the basis of EB/CAM/00/42 (10/3/00).

The Committee recommends that the Executive Board adopt a decision that the Executive Board shall henceforth consider all requests for the travel to conferences and seminars outside the country of the constituency on a lapse of time basis without prior consideration by the Committee on Executive Board Administrative Matters. If an Executive Director requests a meeting on an individual request, the matter will be referred to the Committee on Executive Board Administrative Matters for consideration.

Attachment (1)

### Travel to Conferences and Seminars Outside Constituency

(Trips by office)

Office	Calendar Year						
	1994 (Oct-Dec)	1995	1996	1997	1998	1999	2000 (Jan-Aug)
AE (Mr. Morais)	-	1	-	-	3	3	4
AF (Mr. Barro Chambrier)	-	-	-	1	5	-	1
AG (Ms. Jul)	-	-	-	-	2	3	2
AU (Mr. Taylor)	-	-	-	-	1	-	4
BE (Mr. Kiekens)	-	1	-	-	1	1	-
BR (Mr. Portugal)	1	-	1	1	1	-	2
CC (Mr. Wei)	-	-	-	-	2	-	-
CE (Mr. Carstens)	-	-	1	2	1	3	4
CO (Mr. Bernes)	-	-	1	-	2	1	3
FF (Mr. Milleron)	-	-	-	-	1	1	2
GR (Mr. Esdar)	1	-	1	-	2	-	-
IN (Mr. Kelkar)	-	-	1	2	2	4	3
IT (Mr. Faini)	-	-	-	2	1	4	3
JA (Mr. Yoshimura)	-	-	-	2	5	3	1
MD (Mr. Mirakhor)	-	1	2	4	-	-	1
MI (Mr. Shaalan)	-	-	1	-	1	-	-
NE (Mr. Wijnholds)	1	3	2	-	1	3	-
NO (Mr. Lehmussaari)	-	-	-	-	-	-	-
RU (Mr. Mozhin)	-	3	2	-	2	4	-
SA (Mr. Al-Turki)	-	1	-	-	2	2	-
ST (Mrs. Hetrakul)	-	2	1	-	1	1	1
SZ (Mr. Cippà)	-	-	1	-	-	1	-
UA (Ms. Lissakers)	-	1	-	-	2	-	-
UK (Mr. Pickford)	-	-	-	-	2	1	1
<b>TOTAL</b>	<b>3</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>40</b>	<b>35</b>	<b>31</b>