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**IMMEDIATE  
ATTENTION**

EBAM/00/135

October 10, 2000

To:            Members of the Executive Board

From:         The Secretary

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

Attached is a report and recommendation from the Committee on Executive Board Administrative Matters concerning travel to conferences and seminars by members of the Offices of Executive Directors.

In the absence of an objection by noon on Friday, October 13, 2000, 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



# *Office Memorandum*

To: Members of the Executive Board

October 10, 2000

From: José Pedro de Morais, Jr., Chairman  
Committee on Executive Board Administrative Matters

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

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.