

EB/CAM/84/20 *and Corr 182*

July 18, 1984

To: Members of the Committee on  
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Staffing of Executive Director's Office

In connection with the request from Mr. Nimatallah circulated as EB/CAM/84/18, the Chairman asked the staff to prepare the attached paper giving background material on the staffing of Executive Directors' offices. It will be placed on the agenda for the meeting of the Committee on August 2, 1984, at 3:00 p.m. in the Committee Room 12-120.

Att: (1)

Other Distribution:  
Members of the Executive Board

<sup>1</sup> *Journal of the American Medical Association*, 2000; 283: 2686-2692.

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DATE OF COMPLETION 5/11/2011

10-10-1964

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## STAFFING OF EXECUTIVE DIRECTORS' OFFICES

Prepared by the Staff

July 18, 1984

The current staffing of Executive Directors' offices is summarized in the attached table. The evolution of that staffing over the past fifteen years is described below.

### Advisors to Executive Directors

Beginning in September 1971, an Advisor was made available for Executive Directors elected by more than ten members. In 1979, a second Advisor was made available for one Executive Director whose constituency had 23 members. Since 1981, Advisors have been available to all Executive Directors as follows: Executive Directors with constituencies of 1-5 members may appoint one Advisor in lieu of an Assistant to Executive Director; in constituencies of 6 or more members, the Executive Director is entitled to appoint one Advisor; in constituencies of 13-19 members the Executive Director is entitled to appoint two Advisors; and in constituencies of 20 or more members, the Executive Director is entitled to appoint three Advisors.

### Assistants to Executive Directors, Secretarial Assistants, and Clerical Assistants

In June 1969, the entitlement for each Executive Director was established as four assistants no more than two of whom could be Assistants to Executive Directors (formerly Technical Assistants). Effective June 1973, each Executive Director also became entitled to obtain the services of one clerical assistant. As of February 1977, each Executive Director elected by more than 10 members could appoint an additional secretarial assistant instead of a clerical assistant.

In January 1980, the Executive Board approved additional staffing for Executive Directors' offices as follows: an additional secretarial assistant for language purposes, a secretarial assistant instead of one clerical assistant for an Executive Director elected by six to nine members (use of provision based on languages precluded this entitlement) and one additional clerical assistant for an Executive Director elected by ten or more members.

Since June 1982, the basic entitlement of Executive Directors has been for positions for five assistants. The allocation of the five positions between Assistants to Executive Directors, Secretarial Assistants and Clerical Assistants, is at the discretion of the Executive Director concerned. An Executive Director who must communicate with the members that elected him in three or more languages (excluding English) is entitled

to appoint an additional Secretarial Assistant. An Executive Director elected by ten or more members is entitled to appoint an additional Clerical Assistant.

The Committee on Executive Board Administrative Matters in proposing entitlements to Advisors and Assistants to Executive Directors, and the Executive Board in approving those entitlements, have specified that "an Executive Director will not automatically appoint people to the posts to which he is entitled unless they are genuinely needed" (EBAP/82/36, 1/29/82).

Attachment

EB/CAM/84/20

Corrected: 7/30/84

July 18, 1984

Staffing of Executive Directors' Offices 1/  
as of July 1984 .

| Executive Director | No. of Countries | Basic Staffing      |                   | Supplementary Staffing |        |                          |        | Total Staff |        |
|--------------------|------------------|---------------------|-------------------|------------------------|--------|--------------------------|--------|-------------|--------|
|                    |                  | Entitlement         | Actual            | For Language           |        | For 10 or more countries |        | Entitlement | Actual |
|                    |                  |                     |                   | Entitlement            | Actual | Entitlement              | Actual |             |        |
| Alfidja            | 23               | 3 Adv, 5 Assistants | 3 Adv, 3TA, 2SA   | ISA                    | ISA    | ICA                      | ICA    | 10          | 10     |
| de Groote          | 5                | 5 Assistants        | 1 Adv2/, 2TA, 2SA | ISA                    | ISA    | -                        | -      | 6           | 6      |
| de Maulde          | 1                | 5 Assistants        | 1 Adv2/, 1TA, 2SA | -                      | -      | -                        | -      | 5           | 4      |
| Donoso             | 6                | 1 Adv, 5 Assistants | 1 Adv, 2TA, 3SA5/ | -                      | -      | -                        | -      | 6           | 6 5/   |
| USA                | 1                | 5 Assistants        | 1 Adv2/, 2TA, 2SA | -                      | -      | -                        | -      | 5           | 5      |
| Finaish            | 15               | 2 Adv, 5 Assistants | 2 Adv, 2TA, 3SA   | -                      | -      | ICA                      | ICA    | 8           | 8      |
| Fujino             | 1                | 5 Assistants        | 2TA, 3SA          | -                      | -      | -                        | -      | 5           | 5      |
| Ismael             | 9                | 1 Adv, 5 Assistants | 1 Adv, 2TA, 3SA   | ISA                    | -      | -                        | -      | 7           | 6      |
| Joyce              | 11               | 1 Adv, 5 Assistants | 1 Adv, 1TA, 4SA5/ | -                      | -      | ICA                      | -      | 7           | 6 5/   |
| Kafka              | 9                | 1 Adv, 5 Assistants | 1 Adv, 1TA, 3SA5/ | ISA                    | -      | -                        | -      | 7           | 5 5/   |
| Laske              | 1                | 5 Assistants        | 1 Adv2/, 1TA, 3SA | -                      | -      | -                        | -      | 5           | 5      |
| Lovato             | 4                | 5 Assistants        | 2TA, 3SA          | ISA                    | -      | -                        | -      | 6           | 5      |
| Malhotra           | 4                | 5 Assistants        | 1 Adv2/, 1TA, 3SA | -                      | -      | -                        | -      | 5           | 5      |
| Nimatallah         | 1                | 5 Assistants        | 1 Adv2/, 1TA, 3SA | -                      | -      | -                        | -      | 5           | 5      |
| Polak              | 5                | 5 Assistants        | 1 Adv2/, 2TA, 2SA | ISA                    | ISA    | -                        | -      | 6           | 6      |
| Prowse             | 9                | 1 Adv, 5 Assistants | 1 Adv, 2TA, 3SA5/ | -                      | -      | -                        | -      | 6           | 6 5/   |
| Salehkhau          | 6                | 1 Adv, 5 Assistants | 1 Adv, 2TA, 3SA   | ISA                    | -      | -                        | -      | 7           | 6      |
| Sangare            | 17               | 2 Adv, 5 Assistants | 2 Adv, 3TA, 2SA   | -                      | -      | ICA                      | ICA    | 8           | 8      |
| Senior             | 8                | 1 Adv, 5 Assistants | 1 Adv, 2TA, 3SA   | -                      | -      | -                        | -      | 6           | 6      |
| Tvedt              | 5                | 5 Assistants        | 1 Adv2/, 2TA, 2SA | ISA                    | ISA5/  | -                        | -      | 6           | 6 5/   |
| Wicks              | 1                | 5 Assistants        | 2TA, 3SA4/        | -                      | -      | -                        | -      | 5           | 4 4/   |
| Zhang              | 1                | 5 Assistants        | 3TA3/, 3SA        | -                      | -      | -                        | -      | 6           | 6      |

1/ Adv = Advisor, TA = Assistant to ED, SA = Secretarial Assistant, CA = Clerical Assistant (or Secretary)

2/ Advisor in lieu of Assistant to ED

3/ Temporary third Assistant to ED approved by the Board (EBAP/81/26, 3/6/81)

4/ 2 Secretarial Assistants shared with Bank so that net total staff is 4.

5/ Positions actively under recruitment and positions occupied on a temporary basis are included in actual total staff.

