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EB/CAM/85/23

May 30, 1985

To: Members of the Committee on
Executive Board Administrative Matters

From: The Committee Secretary

Subject: 1985 Annual Meeting and Related Meetings -
Assistants to Executive Directors.

In the attached memorandum, the Chairman makes a proposal regarding the travel of assistants to Executive Directors for the 1985 Annual Meeting and related meetings.

In the absence of an objection from a member of the Committee by the close of business on Tuesday, June 4, 1985, the Chairman's proposal will be deemed approved by the Committee.

Att: (1)

Other Distribution:
Members of the Executive Board



Office Memorandum

CONFIDENTIAL

May 30, 1985

To: Members of the Committee on
Executive Board Administrative Matters

From: M. Finaish, Chairman, Committee on
Executive Board Administrative Matters

Subject: 1985 Annual Meeting and Related Meetings -
Assistants to Executive Directors

The forthcoming meetings in Seoul will include meetings of the Interim Committee and Development Committee as well as the 1985 Annual Meeting.

It is proposed that the same arrangement for the travel of assistants to Executive Directors (Assistants to Executive Director, Secretarial or Clerical Assistants) to the Annual Meeting, which was adopted for previous Annual Meetings, be applied with respect to the forthcoming Annual Meeting in Seoul. This arrangement is set forth below:

At the request of any Executive Director provision shall be made by the Fund for the attendance at Annual Meetings outside Washington of not more than two assistants chosen by him.

Inasmuch as the Interim Committee will be held outside Washington, the provision for the travel of an Assistant to Executive Director in lieu of an Advisor or of an Assistant in offices where an Advisor has not been appointed, will apply. The provision, contained in EBAP/82/90, March 19, 1982, is as follows:

Subject in each case to approval by the Executive Board, one Assistant to Executive Director per office may travel to Interim Committee meetings held outside Washington in lieu of one Advisor in each office where an Advisor has been appointed, or one Assistant to Executive Director may travel in his own right in those offices where an Advisor has not been appointed.

Under both provisions, assistants will have the same administrative arrangements as are applicable to the staff.

There is an understanding that Executive Directors, to the extent possible, will try to minimize the number of assistants traveling at Fund expense. There is the further expectation that Executive Directors will contact the Executive Director in the Bank who is appointed or elected by the same country or group of countries, with a view to agreeing, if possible, on joint arrangements.