

EB/APC/02/1

December 3, 2002

To: Members of the Agenda and Procedures Committee  
(Mr. Mozhin, Chairman; Mr. Reddy, Mr. Scholar, Mr. Yagi and  
Mr. Vittas)

From: The Secretary

Subject: **Discussion Note—Possible Procedure for Missed Minimum Circulation  
Period for Key Policy Papers**

The attached discussion note on a possible procedure for missed minimum circulation period for key policy papers will be taken up at the next APC meeting scheduled for **Thursday, December 12, 2002 at 2:30 p.m.** in the Board Committee Room.

Att: (1)

Other Distribution:  
Members of the Executive Board





# *Office Memorandum*

To: Members of the Agenda and Procedures Committee

December 3, 2002

From: Shailendra J. Anjaria

Subject: **Discussion Note: Possible Procedure for Missed Minimum Circulation Period for Key Policy Papers**

At recent meetings of the Agenda and Procedures Committee (APC), Directors underscored the importance they attach to having key policy papers circulated a minimum of three weeks prior to the Board discussion, and considered possible procedures to help ensure that this will happen. At the committee meeting in July, the Directors asked the Secretary to develop, in consultation with Management and departments, a procedure under which the Secretary would provide a brief explanation, to be circulated by e-mail, of the main reason for missing the minimum circulation period.

Provided below is an illustrative list of brief explanations that the Secretary would be prepared to provide when a key policy paper does not meet the three-week minimum circulation period. In all cases, the notification will be provided as soon as possible and will include confirmation of the planned or a new discussion date.

Please note that these summary explanations do not rule out that in some cases a specific comment or explanation may also be provided.

I would also like to reiterate that SEC will continue to be active in reminding authoring departments of the importance of establishing realistic deadlines, in order to minimize the chances of failing to meet the circulation guidelines in the first place.

Mr. Mozhin, in his capacity as Chair of the APC, suggests that this topic be taken up at the next APC meeting scheduled for **Thursday, December 12 at 2:30 p.m., in the Board Committee Room.**

Attachment

cc: Other Executive Directors

**Possible Explanations for Missing the Three-Week Minimum  
Circulation Period for Key Policy Papers**

1. *The circulation of the staff paper was delayed because additional time was needed for its preparation.*

This explanation will be used when preparation of the paper takes longer than expected because of the complexity of the topic or the policy proposals, and/or the unexpected time required to collect information/data.

2. *The circulation of the staff paper was delayed owing to competing priorities.*

This explanation will be used in cases in which the staff/management resources had to be pulled away for a time on higher priority/urgent country or policy work.

3. *The circulation period is not being respected owing to the need to complete the Board discussion ahead of upcoming ministerial meetings.*

This will apply to cases in which a paper to be discussed just before the spring or fall ministerial meetings is not completed in time.