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To: Members of the Executive Board
From: The Secretary
Subject: **Agenda and Procedures Committee—Summary Record of Meeting 01/1**

Attached for the information of Executive Directors is the summary record of the January 11, 2001 meeting of the Agenda and Procedures Committee.

Att: (1)

Other Distribution:
Department Heads

**Summary Record
Agenda and Procedures Committee
Meeting 01/1
January 11, 2001**

Members Present: Mr. Mozhin (Chairman), Mr. Bernes, Mr. Donecker, Mr. Pickford, Mr. Yakusha, Mr. Anjaria, Secretary.

Also Present: Mr. Alosaimi, Mr. Callaghan, Mr. Cippa, Mr. Dairi, Mr. LeFort, Mr. Low, Ms. Lundsager, Mr. Prader, Mr. Shaalan, Mr. Toyama, Mr. Wei.

The meeting convened at 11:00 a.m.

1. Status and Procedures of the Agenda and Procedures Committee (APC)

It was agreed that, although the APC had recently been constituted as a formal committee of the Executive Board, its operation and procedures should remain as informal as possible. Formal minutes would not be kept, but the Secretary would circulate a brief summary record to all Directors outlining the main conclusions and agreed actions.

2. Review of Status of Long-term Planning of the Board's Schedule of Meetings

The Secretary updated the Committee on progress on providing a longer-term horizon for, and giving greater stability to, the scheduling of the work of the Board. The recently launched Calendar Management System (CMS) provided a calendar of Board meetings with up to a 3-month horizon, which would facilitate work planning. The calendar would be updated about every two weeks (around the beginning and middle of each month); Directors' offices would be notified electronically of updates. It would take some time for departments and management to become accustomed to the longer-term planning process. In particular, departments were being encouraged to be more realistic about the estimates of the speed with which papers could be prepared and cleared. However, there would always remain some degree of uncertainty because of unforeseen developments. Refinements to the system would be instituted as experience was gained.

The Committee encouraged the Secretary to build on the progress made to date with the CMS. Many speakers underlined the importance of exercising greater discipline vis-à-vis departments in sticking to the date shown in the calendar. The Committee further encouraged the Secretary to act as the filter for the Board, and to plan the Board's calendar according to the wishes of the Board, rather than the staff and management. The Committee welcomed the extension of the planning horizon to up to three months, and accepted that this would bring with it the likelihood of changes in the calendar in the latter weeks of the horizon. At the same time, they welcomed the Secretary's intention to urge departments and management to keep the two-week ahead schedule as stable as possible, recognizing that this may not be possible for use of Fund resources items.

The Committee agreed that:

- The presentation of the Calendar of Board meetings should be modified so that changes resulting from each update are highlighted and item numbers are provided.
- The Secretary would provide at the APC an informal review of experience with the CMS in the second half of May based on his assessment of slippages in the scheduling, the reasons for the slippages, and their frequency by department.

3. Review of Experience with Experimental Procedures for Article IV Consultations (Models A and B)

The Committee agreed to review experience with the Model A/B approach to Article IV consultations at the next meeting.

4. Next Meeting

The Committee agreed to meet again in the first half of February 2001.

The meeting concluded at 12:15 p.m.