

**IMMEDIATE
ATTENTION**

EBAM/10/1
Revision 1

February 17, 2010

To: Members of the Executive Board

From: The Secretary

Subject: **Official Business Travel by Administrative and Staff Assistants to Executive Directors**

Attached for the consideration of Executive Directors is a revision to the paper on proposals from the CAM for permitting official business travel by Administrative and Staff Assistants to Executive Directors, in conjunction with official travel of Executive Directors, Alternate Directors, and Senior Advisors. The preamble to the proposed decision, in paragraph 1, has been revised to include additional material characterizing the context of the proposal.

It is not proposed to bring this matter to the agenda of the Executive Board for discussion unless an Executive Director so requests by close of business on **Wednesday, February 24, 2010**. In the absence of such a request, the draft decision will be deemed approved by the Executive Board, and it will be so recorded in the minutes of the next meeting thereafter.

Questions may be referred to Mr. Meyers, SEC (ext. 35912).

This paper will shortly be posted on the extranet, a secure website for Executive Directors and member country authorities. It is not proposed to publish this paper.

Att: (1)

Other Distribution:
Department Heads

OFFICIAL BUSINESS TRAVEL BY ADMINISTRATIVE AND STAFF ASSISTANTS TO EXECUTIVE DIRECTORS

February 17, 2010

1. At its meeting on January 14, 2010, the Committee considered a proposal to introduce a new rule permitting official business travel by OED Assistants to Executive Directors. The Committee agreed that in the new OED budgetary framework, wherein Executive Directors are accountable for the management of their budgetary resources, Directors should have the discretion to authorize travel by their Assistants where they deem such travel to be necessary. However, the CAM noted the expectation that travel by OED Assistants on official business would be rare, as Directors learned from staff is the current practice when such travel is approved by area department heads. The Committee also considered that travel by Assistants should not be taken into account when calculating the historical average for travel expenditures for the purpose of determining annual travel budget allocations.

2. Accordingly, the Committee recommends the following decision for adoption by the Executive Board:

That an Executive Director may authorize official business travel by an

Administrative or Staff Assistant to Executive Director. It is expected that such travel would be rare. Such travel shall be:

- (i) For the purpose of providing necessary administrative support to the Executive Director, Alternate Executive Director, or Senior Advisor to Executive Director while on mission; and
- (ii) Subject to the same requirements for notification to, and approval from, the Executive Board in the same manner as travel by Advisors to Executive Director; and that requests for such travel shall specify the same mission destination as the Executive Director, Alternate Executive Director, or Senior Advisor to Executive Director to whom support is to be provided while on mission;

- (iii) Financed from the authorizing Executive Director's official travel budget, and subject to the same travel policies, travel allowances, and travel insurance policies as apply to assistants employed on Fund staff.
- (iv) As with other requests, considered in the CAM's assessment of any request by the authorizing Executive Director for access to central contingency resources.