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**IMMEDIATE  
ATTENTION**

EB/CAM/90/41

June 22, 1990

To: Members of the Committee on  
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Promotion of Secretarial Assistants

The attached memorandum from the Acting Chairman of the Committee deals with requests from two Executive Directors for review of the comparability of outside experience with Fund service in connection with criteria for promotion of secretarial assistants.

In the absence of a request to the Committee Secretary by noon on Wednesday, June 27, 1990, that this matter be considered in Committee, the reviews will be deemed approved and the promotions will be processed accordingly.

Att: (1)

Other Distribution:  
Members of the Executive Board



# *Office Memorandum*

June 22, 1990

To:           Members of the Committee on  
              Executive Board Administrative Matters

From:        M. Finaish, Acting Chairman

Subject:     Promotion of Secretarial Assistants

The attached requests from two Executive Directors appear to be straight-forward cases of the comparability of outside experience with Fund service for the purpose of meeting the requirement for 15 years' experience for the promotion of a secretarial assistant. Accordingly, I believe that the Committee may wish to concur in these requests without the need for meeting.

Att: (2)



# Office Memorandum

June 22, 1990

To: Mr. Cassell, Chairman, Committee on  
Executive Board Administrative Matters

From: Leonor Filardo

Subject: Promotion of Secretarial Assistant - Review of Comparability  
of Outside Experience

I wish to recommend the promotion of my Secretarial Assistant, Ms. Monica J. Stockard, with effect from May 1, 1990, under the provision for the promotion of a secretarial assistant to Grade A7 as set forth in Paragraph 1(d) of EBAP/90/113, Supplement 2 (5/25/90). For promotion under Paragraph 1(d), a secretarial assistant must, in addition to the other specified criteria, have had 15 years of experience in the Fund or in a comparable institution, with outside experience reviewed for comparability by the Committee on Executive Board Administrative Matters.

Ms. Stockard, who joined the Fund in June 1983, will have had a total of seven years and one month of service in this office. Other outside experience as a secretary included nine years and nine months as administrative assistant with the Peace Corps in Quito, four months as bilingual secretary for CLUSA, three months as bilingual secretary with the Central Bank of Ecuador, and three months as bilingual secretary with an import/export office in Quito.

I would appreciate the concurrence of the Committee that Ms. Stockard's outside experience would qualify as being comparable to Fund service in order that she may meet the requirement of a total of 15 years' experience in the Fund and comparable institutions.



# Office Memorandum

June 21, 1990

TO: Mr. Cassell, Chairman  
Executive Board Administrative Matters

FROM: Renato Filosa

SUBJECT: Promotion of Secretarial Assistant

I wish to recommend the promotion of my Secretarial Assistant, Miss Kathy Delauder, with effect from May 1, 1990, under the provision for the promotion of a secretarial assistant to Grade A7 as set forth in Paragraph 1(d) of EBAP/90/113, Supplement 2 (5/25/90). For promotion, a secretarial assistant must, in addition to the other specified criteria, have been at Grade A6 for a minimum of five years and have completed a total of at least 15 years of service in the Fund or in a comparable institution with outside experience reviewed for comparability by the Committee on Executive Board Administrative Matters.

Miss Delauder has completed thirteen years and nine months of service in the Fund, of which nine years and nine months were at Grade A6. Her outside experience includes seven years and three months with the U.S. Federal Government, of which 2 years were with the Foreign Service of the United States.

I would appreciate the concurrence of the Committee that Miss Delauder's outside experience qualifies as comparable to Fund service in order that she may meet the requirement of a total of 15 years experience in the Fund and comparable institutions.