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**IMMEDIATE
ATTENTION**

EB/CAM/83/1

January 14, 1983

To: Members of the Committee on Executive
Board Administrative Matters

From: The Committee Secretary

Subject: Assistant to Executive Director - Request for Benefits
Under Individual Study Program III

The attached memorandum from the Chairman of the Committee deals with a request from Mrs. Zhang, Assistant to Mr. Zhang, for benefits under Study Program III.

In the absence of an objection by the close of business on Wednesday, January 19, 1983, this request will be deemed approved and will be processed accordingly.

Att: (1)



Office Memorandum

January 13, 1983

To: Members of the Committee on Executive Board
Administrative Matters

From: Mohamed Finaish, Chairman

Subject: Assistant to Executive Director - Request for
Benefits Under Individual Study Program III

A request has been received from Mrs. Zhang Xiaokang, Assistant to Mr. Zhang, for approval of benefits under Study Program III, for a course in Principles of Economics during office hours at the George Washington University. Mr. Zhang supports this request and the Administration Department has indicated the request would be approved for regular staff provided Mrs. Zhang takes cumulative annual leave equal to the total number of hours of the course which take place during working hours.

I believe that approval by the Committee would be in order.