

**IMMEDIATE  
ATTENTION**

EB/CAM/83/4

February 1, 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 Acting Chairman of the Committee deals with a request from Mr. Leeahtam, Assistant to Mr. Habib, for benefits under Study Program III.

In the absence of an objection by the close of business on Thursday, February 3, 1983, this request will be deemed approved and will be processed accordingly.

Att.: (1)



# Office Memorandum

January 27, 1983

To: Members of the Committee on  
Executive Board Administrative Matters

From: Alexandre Kafka, Acting Chairman

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

A request has been received from Mr. Pisit Leeahtam, Assistant to Mr. Habib, for approval of benefits under Study Program III, for a course in Reading Dynamics given by the Evelyn Wood Reading Dynamics Institute. Mr. Habib supports this request and the Administration Department has indicated the request would be approved for regular staff.

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