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EB/CAM/83/13

April 19, 1983

To: Members of the Committee on  
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Representation Expenses - Joint Development Committee

The attached memorandum from the Acting Chairman recommends the representation rules for Interim Committee meetings apply to the forthcoming Joint Development Committee meeting.

In the absence of a request by a member of the Committee by noon on Thursday, April 21, 1983, that the matter be taken up in Committee, the recommendation will be deemed approved by the Committee for transmittal to the Executive Board.

Att: (1)

Other Distribution:  
Members of the Executive Board

April 19, 1983

To: Members of the Committee on  
Executive Board Administrative Matters

From: A. Kafka, Acting Chairman

Subject: Representation Expenses - Joint Development Committee

The current rules for reimbursement of representation expenses contain the following provision for expenses incurred at the time of Interim Committee meetings in Washington not held in conjunction with Annual Meetings:

"The limit on expenses for each lunch, cocktail, reception, dinner, or other meal for which Executive Directors will be reimbursed...during the period of meetings of the Interim Committee in Washington, shall be \$500. Expenses for such functions shall not exceed \$40 per person entertained."

The forthcoming meeting of the Joint Development Committee is the first held at a time when the Interim Committee will not also meet. With the agreement of the Committee, I propose that the same rule apply for representation expenses at the time of the Development Committee meeting.