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**IMMEDIATE
ATTENTION**

EB/CAM/83/18

June 6, 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. Hernando Arias, Assistant to Mr. Kafka, for benefits under Individual Study Program III.

In the absence of an objection to the Committee Secretary by the close of business on Thursday, June 9, 1983, that this matter be considered in Committee, this request will be processed accordingly.

Att: (1)



Office Memorandum

June 6, 1983

To: Members of the Committee on
Executive Board Administrative Matters

From: Mohamed Finaish, Acting Chairman

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

Mr. Hernando Arias, Assistant to Mr. Kafka, has requested benefits under Individual Study Program III for a degree program at The American University leading to a M.A. in Development Banking. Mr. Kafka supports Mr. Arias' request and the Administration Department has indicated that reimbursement would be approved for regular staff.

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