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**IMMEDIATE
ATTENTION**

EB/CAM/83/47

December 13, 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 Mr. Salinas, Assistant to Mr. Donoso, for benefits under Individual Study Program III.

In the absence of an objection to the Committee Secretary by the close of business on Friday, December 16, 1983, that this matter be considered in Committee, this request will be deemed approved and processed accordingly.

Att: (1)



Office Memorandum

December 12, 1983

To: Members of the Committee on
Executive Board Administrative Matters

From: Alexandre Kafka, Chairman

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

A request has been received from Mr. Salinas, Assistant to Mr. Donoso, for approval of benefits under Study Program III, for a course in Applied Economics at American University. Mr. Donoso supports this 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.