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July 13, 1984

To: Members of the Committee on Executive
Board Administrative Matters

From: The Committee Secretary

Subject: Staffing of Executive Director's Office

The attached memorandum from Mr. Nimatallah is circulated at the request of the Chairman. The Chairman has asked the staff to prepare a brief paper giving background material on the staffing of Executive Directors' offices. That paper will be circulated in a few days. Mr. Nimatallah's memorandum, together with the background paper from the staff will be taken up at the next meeting of the Committee, which is tentatively scheduled for Thursday, August 2, 1984 at 3:00 p.m. in the Committee Room 12-120.

Att: (1)

Other Distribution:
Members of the Executive Board





Office Memorandum

To: Mr. Joyce, Chairman of the
Committee on Administrative Matters

From: Yusuf A. Nimatallah

Subject: Staffing of Executive Director's Office

July 11, 1984

As you know, my office, according to the prevailing criteria, has the technical help of only one Advisor and one Assistant. And, although it means that there are four technicians in the office, i.e., Executive Director, Alternate Executive Director, Advisor and Assistant, there are several months during the year when at least one of the four is away - either because of travelling on Fund business, vacationing, health failure, or family problems. At the same time, my office has to perform a great deal of work. I list here below the main lines of such work.

1. Board interventions on all policy issues and most country items without help, in writing, from my authorities.
2. Negotiations of, and follow-ups on, loan agreements with the IMF.
3. All economic and financial contacts, negotiating borrowing and investment agreements, and follow-ups with other international organizations like the IBRD, IFC and IDA.
4. The membership of Saudi Arabia in Fund/Bank Task Forces and committees are also the responsibility of this office to attend, prepare pertinent studies for, and follow-up on.
5. Prepare and deliver speeches that are related to Fund work and Saudi-Fund cooperation on an average of every ten weeks.
6. There are also less demanding but necessary matters to prepare for, participate in, or follow-up on, like IDA Meetings of Deputies, Group of 24, Group of 10, and the UN.
7. From time-to-time I am also asked by my authorities to prepare in-depth studies on matters relating to our on-going relations with the Fund, the World Bank, and other international organizations.

Because of all this, my colleagues in the office and I find ourselves under tremendous pressure most of the time. I am worried that this might affect the quality of the performance

of this office. And, as I believe the Fund should, as much as possible, help maintain the performance at high quality of its Board members, Management, and the staff, I therefore ask the honorable Committee on Administrative Matters, (as the Fund's arm for maintaining such quality) to find ways and means to increase my office staff. I request, specifically, one additional Advisor on an exceptional basis. In light of the work pressure that I face, I hope that you, as Chairman, and my colleagues the members of the Committee, will be understanding of my case and sympathetic to my request.

Thank you.