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**IMMEDIATE  
ATTENTION**

EB/CAM/84/32

October 4, 1984

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. Chen, Assistant to Mr. Zhang, for benefits under Individual Study Program III.

In the absence of an objection to the Committee Secretary by the close of business on Tuesday, October 9, 1984, that this be considered in Committee, the matter will be deemed approved and processed accordingly.

Att: (1)



# Office Memorandum

October 2, 1984

To: Members of the Committee on  
Executive Board Administrative Matters

From: Abderrahmane Alfidja, Chairman

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

A request has been received from Mr. Chen Jian, Assistant to Mr. Zhang, for approval of benefits under Individual Study Program III, a course in economics at George Washington University. Mr. Zhang 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.