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EB/CAM/85/44

September 5, 1985

To: Members of the Committee on Executive
Board Administrative Matters

From: The Committee Secretary

Subject: Temporary Secretarial Help for Executive Directors

The attached memorandum from Mr. Dallara is circulated to members of the Committee at the request of the Chairman. The proposal contained in the memorandum will be raised for discussion under "Other Business" at the meeting of the Committee this afternoon, Thursday, September 5, 1985.

Att: (1)

Other Distribution:
Members of the Executive Board



INTERNATIONAL MONETARY FUND
WASHINGTON D C 20431

EXECUTIVE DIRECTOR

CABLE ADDRESS
INTERFUND

September 5, 1985

To: Mr. Zhang
Chairman, Committee on Executive Board
Administrative Matters

From: Charles H. Dallara *CH Dallara*

Subject: Temporary Secretarial Help for Executive
Directors

At the meeting on September 5, 1985, of the Committee on Executive Board Administrative Matters, I would like to raise for discussion under "Other Business" the subject of additional temporary secretarial help for Executive Directors.

Recently, my office needed temporary secretarial assistance in order to complete a special project and discovered that there are no provisions to provide temporary secretarial help for heavy workload periods for Executive Directors. As I understand, however, there is a procedure that enables each Fund Department to request, through the annual budget process, extra secretarial help for peak workload periods. I would suggest that this practice be adapted for the offices of Executive Directors, taking into consideration the present availability of obtaining leave replacements. This could alleviate the constraint under which we have placed ourselves.

I propose that the Committee establish a provision that will facilitate Executive Directors in obtaining temporary secretarial help when needed. This could be used by each office upon request, and would be in addition to leave replacements. It would be understood that Executive Directors would avail themselves of this provision for extra secretarial help only in exceptional cases in order to minimize the additional costs of such assistance.

You may wish to circulate this proposal for review by members of the CAM before the meeting.