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EB/CAM/85/50

September 17, 1985

To: Members of the Committee on Executive  
Board Administrative Matters

From: The Committee Secretary

Subject: Electronic Data Processing (EDP) Support  
for Executive Directors' Offices

The attached paper is circulated to members of the Committee on Executive Board Administrative Matters at the request of the Chairman. The paper contains a request for the postponement by two months (until December 31, 1985) of the date by which a detailed study of the EDP requirements of Executive Directors' offices will be submitted to the Committee.

In the absence of an objection by the close of business on Friday, September 20, 1985, the extension of the period for submission of the report will be deemed approved by the Committee.

Att: (1)

Other Distribution:  
Members of the Executive Board



Electronic Data Processing (EDP) Support  
for Executive Directors' Offices

Prepared by the Staff

September 16, 1985

1. Introduction

The Committee on Executive Board Administrative Matters (CAM) has been informed about plans for a detailed study of the EDP requirements of Executive Directors' offices (EBAP/85/15, 1/18/85, EB/CAM/85/10, 2/22/85, EB/CAM/Meeting/85/2, 2/28/85, and EB/CAM/Meeting/85/3, 6/27/85). At the meeting of the Committee on June 27, 1985, the staff undertook to submit the study to the CAM by October 31, 1985. For the reasons set out below it is now requested that the period for submission of the report be extended to December 31, 1985.

2. Current status of study

Between July 10 and August 23, 1985, interviews were conducted with all Executive Directors' offices. A list of the interviews is furnished in Attachment A. The purpose of the interviews was to obtain a detailed understanding of the priorities and the perceived requirements for office automation and also to define the scope of the data collection required for the study. Attachment B (Summary of Functional Requirements) indicates the frequency and degree of interest expressed during the interviews in automated solutions to perceived requirements. This attachment makes it clear that a majority of Executive Directors' offices have expressed active or strong interest in:

- Enhanced access to Fund data
- Provision of econometric statistical capability
- Access to Fund systems currently under development including the centralized Document Storage and Retrieval system and the Cable Room system

Interest was also expressed in facsimile systems, access to current World Bank data and enhancement and/or additions to current word processing capabilities. The extent and breadth of interest in the above issues has proved much greater than originally anticipated.

3. Next steps

Several additional steps are required to arrive at a thorough understanding of the requirements of Executive Directors' offices and to develop recommendations. These include:

- Completion of interviews with professional and secretarial staff in Executive Directors' offices. Forty interviews have now been scheduled.
- Review of econometric software systems.
- Collection of technical data on Fund databases and access methodologies, i.e. contents, update cycles, security/sensitivity, and communications protocols.
- Determination of technical specifications for connecting Executive Directors' offices to other Fund EDP support systems.
- Design of possible alternative system configurations.
- Analysis of the costs and benefits of the alternative systems.

#### 4. Issues

To convey a sense of the complexity of the questions which must be researched in order to frame a comprehensive and coherent set of recommendations, a list of some of the main issues that have emerged so far is set out below.

##### (a) Technical access and system capabilities:

- Which systems and databases are currently accessible in an on-line mode, i.e. for display and query purposes?
- What is the current status of systems under development?
- What communications capabilities (ports, data communication lines, protocols) are available to provide for simultaneous access by a group of new users?
- How will such access affect the performance of existing systems, in terms of processing speed and efficiency?
- How will data from such systems be downloaded to econometric software systems for further analysis?

##### (b) Security:

- How should sensitivity of data be defined?
- Which data elements of which databases should be considered sensitive?
- What security features are available to protect access to sensitive information?

(c) System configuration:

- How should a system configuration be designed to meet the widely differing activities of Executive Directors' offices and at the same time provide equality in terms of the availability of facilities?
- Would it be feasible to propose a single vendor solution when the existing equipment varies from office to office? What exceptions to a single vendor solution would be practical?

(d) Cost/benefit analysis:

- Can a meaningful cost/benefit analysis be made on the basis of a current profile of activities that differs between offices and may change radically in the same office because of turnover of personnel?
- How should the costs and benefits of a proposed system be addressed when so many intangible factors are involved and some may not be directly related to Fund activities?

5. Conclusion

In view of the number and complexity of the issues that must be addressed, the timetable originally envisaged for the study will not be sufficient to allow the staff to complete the necessary work. Accordingly, it is requested that the date for the submission of the study be postponed from October 31, 1985 to December 31, 1985.

LIST OF INTERVIEWS WITH EXECUTIVE DIRECTORS  
AND THEIR REPRESENTATIVES

<u>Interviewee</u>	<u>Title</u>	<u>Date</u>
Mr. Zhang	Executive Director	7/10
Mr. Clark	Alternate Executive Director	7/16
Mr. Leonard	Alternate Executive Director	7/16
Mr. Ismael	Assistant to the Executive Director	7/18
Mr. Alhaimus	Alternate Executive Director	7/18
Mr. Jayawardena	Alternate Executive Director	7/23
Mr. Suraisry	Alternate Executive Director	7/24
Mr. Perez	Executive Director	7/24
Mr. Nebbia	Executive Director	7/25
Mr. Polak	Executive Director	7/25
Mr. Sugita	Alternate Executive Director	7/30
Mr. de Maulde	Executive Director	7/31
Mr. Salehkhoul	Executive Director	7/31
Mr. Jaafar	Alternate Executive Director	8/1
Mr. Grosche	Executive Director	8/7
Mr. Zecchini	Executive Director	8/8
Mr. Rye	Executive Director	8/12
Mr. Fugmann	Alternate Executive Director	8/12
Ms. Walker	Assistant to the Executive Director	8/14
Mr. Abdallah	Alternate Executive Director	8/15
Mr. Schneider	Alternate Executive Director	8/19
Mr. Kafka	Executive Director	8/23

# FUNCTIONAL REQUIREMENTS

Executive Director's Office	Word processing/ additions/enhancements	E-mail/document distribution	Data Communications with external systems	Expanded access to Fund data	Econometric Software	Access to World Bank Data	Access to Other external data	Document Storage and retrieval	Cable system interface	Spreadsheet	Office Services	Dedicated Facsimile	Office Network
A	○							○				○	
B	○	○		●	●		○	●					○
C	○		○	○	○			●					
D	●			●	●	●		●		○			
E	●			○	○	●		●	●				○
F	●			●	●	●		●	○			●	
G				○	○	○		○				●	
H	○		●	○	○	○							
I	○			●	●			●					
J				○			○	○				○	
K				○	○							○	
L		●	●	●	●	○		●			○		●
M	●		●	●	●	●	○	●	●		○		
N	●							○	●			○	○
O		○		○	○			●	●			○	
P	○							○	○				
Q	○							○	○			○	
R			○	●	●	○	○	●	○				
S				●	○		○	●	○				
T				●	○	●	●	●	○				
U	○							●	●			●	
V	●	●		●	●	○	○	●	○	●	●	●	●

Legend:

- = mild interest
- = active interest
- = strong interest

