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**IMMEDIATE
ATTENTION**

MASTER FILES
ROOM C-130

0405

EBAP/88/294

December 2, 1988

To: Members of the Executive Board

From: The Acting Secretary

Subject: Absence of the Managing Director and the
Deputy Managing Director

The Managing Director will be absent from Washington from 2:00 p.m. on Monday, December 5, through the evening of Tuesday, December 6, to travel to Montreal to participate in the Ministerial Mid-Term Review of the Uruguay Round.

The Deputy Managing Director will travel to Paris to attend the Development Assistance Committee (DAC) High Level Meeting. He will leave Washington on December 3 and return to Washington on Tuesday evening, December 5, 1988.

During the absence of the Managing Director, Mr. L. A. Whittome will serve as Temporary Acting Managing Director.

Other Distribution:
Department Heads
Division Chiefs