



Office Memorandum

September 24, 1986

To: Members of the Staff

From: The Secretary

Subject: Establishment of IMF Working Papers Series (WP)

To make staff research work accessible to a wider audience, a new series of "IMF Working Papers" (WP) has been established. Papers in this series will be more readily available to outside scholars and research institutions. As described in the accompanying copy of Secretary's Circular No. 86/96 (8/20/86), the WP series will include most nonconfidential memoranda currently being issued in the Departmental Memorandum (DM) series, as well as the Papers on International Financial Statistics (PIFS) that are prepared by staff members of the Bureau of Statistics. The DM series will be retained for the distribution within the Fund of individual research papers containing sensitive material that for reasons of confidentiality cannot be circulated outside.

The procedures for processing and distributing WPs will be as follows:

1. Clearance for external distribution required under the N-Rules will be completed prior to a paper's initial distribution in the WP series. This clearance will be first by the originating department, whose approval will indicate that the work has reached a point at which it is ready for comment by outside scholars and that the paper does not contain confidential information or unduly sensitive material. The Director of EXR will provide a second review, with particular attention to the requirements of the N-Rules, at the time he forwards the summary with a copy of the paper to management. At this latter stage, if necessary, EXR will obtain the views of other departments on the issues of confidentiality and sensitivity. If in the judgment of the Director of EXR a paper contains confidential or sensitive information that would preclude outside distribution, the author would have the option of revising the paper for issuance in the WP series, or of circulating it internally without revision in the DM series. The Fund will retain the right of first refusal for publication of material prepared by staff members. All WPs will be considered for possible publication in Staff Papers before an author may submit a paper for publication outside the Fund. When a paper is accepted for outside publication, the author should notify the Director of EXR.

2. As is the case with other document series, papers in the WP series will be processed through the Documents Preparation Unit and distributed within the Fund by the Documents Distribution Unit. Additional copies for outside distribution will be made available to EXR, to the Joint Library, and, in the case of those WPs with a statistical content, to STA.

3. Papers in the WP series will be supplied to a select list of research institutions and international organizations with which in the interest of the Fund a regular exchange of research work is carried out. WPs will also be cataloged and indexed in the Joint Library's database and will become available as part of the Joint Library's collection. Abstracts of WPs will be made available to interested abstracting services, commercial databases, university libraries, and similar sources. These services, as well as individuals, will be supplied with complete papers on request. An author will continue to be free, as in the past in the case of DMs, to send copies of a WP to individuals known to be interested in a particular subject, but papers issued after September 1, 1986 as DMs will be classified as containing confidential information and not for outside distribution. Outside requests for copies of WPs will be handled by the Publications Unit of EXR.

4. The caption "Document of the International Monetary Fund and Not for Public Use" which is printed on other Fund document series, will not appear on the WPs. The relevant supervisor will continue to be listed on the cover page of the paper, but the usual approval line will be replaced by "Authorized for Distribution by...", and the disclaimer will read:

This is a working paper and the author would welcome any comments on the present text. Citations should refer to an unpublished manuscript, mentioning the author and the date of issuance by the International Monetary Fund. The views expressed are those of the author and do not necessarily represent those of the Fund.

It is hoped that these new procedures and the institution of the WP series will simplify clearance procedures and increase the outside availability of papers that do not contain confidential material.

DOCUMENT OF INTERNATIONAL MONETARY FUND AND NOT FOR PUBLIC USE

August 20, 1986

SECRETARY'S CIRCULAR NO. 86/96

To: Members of the Executive Board

From: The Acting Secretary

Subject: Establishment of a New Series (WP) of Documents

In order to make nonconfidential research work in progress within the Fund more readily available to outside scholars, a new series, the "IMF Working Papers" (WP), will be established as of September 1, 1986. This WP series will include most memoranda currently issued in the DM series, as well as the "Papers on International Financial Statistics" (PIFS). A sample of a first page of a WP is attached. The monthly reports on "Foreign Exchange and Financial Markets" and "Gold Prices in World Markets," previously issued in the DM series, will now be circulated in the Executive Board Documents (EBD) series. The DM series will still be retained for the distribution within the Fund of research papers containing confidential or sensitive material.

Working Papers (WPs) will be processed through the Documents Preparation Unit and distributed within the Fund through the Documents Distribution Unit. Additional copies will be made available, depending on the subject, to the External Relations Department, the Joint Library, and the Bureau of Statistics for their distribution.

With the help of the Joint Library, the WPs will be supplied to a small and select list of research institutions and international organizations with whom a regular exchange of research work is in the interest of the Fund. WPs will also be cataloged and indexed in the Joint Library's database and will become available as part of the Library's collection. Abstracts of the WPs will be made available to interested abstracting services, commercial databases, university libraries, and others, which will be supplied with the full papers on request. Outside requests for copies of WPs will be handled by EXR. The author will continue to be free, as in the past, to send copies of the WP to individuals known to be interested in the particular subject.

Mr. McDonald (ext. 7090) or Mrs. Djeddaoui (ext. 6760) is available to answer questions on this new series.

Att: (1)

Other Distribution:
Department Heads
Division Chiefs

IMF WORKING PAPER

This is a working paper and the author would welcome any comments on the present text. Citations should refer to an unpublished manuscript, mentioning the author and the date of issuance by the International Monetary Fund. The views expressed are those of the author and do not necessarily represent those of the Fund.

WP/86/

INTERNATIONAL MONETARY FUND

Name of Department

Title of Paper

Prepared by Harriet Zoe

Authorized for Distribution by William Noe 1/

Date 2/

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1/ In the "authorized for distribution line," William Noe is the Division Chief or a senior officer in the department.

2/ The date on the Working Paper (WP) is the date the document is sent to the Documents Preparation Unit for processing.