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EBAP/85/15

January 18, 1985

To: Members of the Executive Board

From: The Secretary

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

The attached memorandum from the Managing Director contains suggested amendments to the Guidelines for Electronic Data Processing that were circulated to Executive Directors in December 1983 (EBAP/83/307, 12/12/83).

Att: (1)

Other Distribution:
Department Heads

January 18, 1985

To: Members of the Executive Board

From: The Managing Director

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

During the midyear review of administrative expenses in FY 1985 and budgetary outlook for FY 1986 (EBM/84/181 and EBM/84/182, 12/12/84), and also during the discussion of mainframe computing services (EBM/85/5, 1/11/85), several Executive Directors referred to the need for improvements in the EDP services currently provided for their offices. The most urgent requirement identified was for additional word processing equipment. Accordingly, it is proposed that the Guidelines attached to EBAP/83/307, 12/12/83 be amended with effect from January 1, 1985, so as to provide each Executive Director's office with two word processors instead of one. The entitlement for dual Executive Directors' offices would be raised from two to three word processors. This proposal would increase the number of machines that potentially could be allocated to Executive Directors' offices from the present total of 25 to 47. The potential additional purchase cost is estimated at about \$175,000. I trust that the proposed amendment is agreeable to Executive Directors.

Another need that a few Executive Directors considered urgent was the provision of additional analytic capacity. The Guidelines attached to EBAP/83/307 provide for a very small number of personal computers for lending to Executive Directors' offices for limited periods of time. The pool currently comprises six personal computers which are held in the Bureau of Computing Services and are made available to Executive Directors' offices on a first come first served basis. To date, relatively little use has been made of these personal computers--two have been on loan to Executive Directors' offices on almost a full-time basis, but the remaining four have remained virtually unused. Thus, it does not seem necessary at this time to augment the number of personal computers in the pool. However, if an Executive Director's office has need for a second personal computer at a time when it already has one on loan from the pool, that second machine could be made available from the pool, also on a first come first served basis. In addition, if an Executive Director's office would prefer to substitute a personal computer for one of the word processors to which it would be entitled under these guidelines, this could be arranged with the proviso that the cost of the personal computer and the associated software would not exceed the cost of the word processor for which it would be substituted.

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On the basis of the preliminary survey recently carried out of the EDP needs of Executive Directors' offices, it is planned that additional funds should be included in the budgets for FY 1986 and FY 1987 for developing complex office automation systems in those offices. A more detailed review of Executive Directors' requirements will be carried out early in FY 1986 following which further amendments to the Guidelines for EDP support will be proposed. However, it should be noted that, in light of the findings of the office automation pilot projects conducted during the past year, NBI is now the make of word processing equipment being recommended for most purposes in the Fund. In advising Executive Directors' offices on the word processing equipment best suited to meet their needs, the staff of the Secretary's Department and the Bureau of Computing Services will take account of the importance of ensuring compatibility and the most efficient technical support and also minimizing training requirements prior to the introduction of more complex office automation systems.

An Executive Director has suggested that the Guidelines for Electronic Data Processing Support for Executive Directors' offices should be discussed in the Committee on Executive Board Administrative Matters (CAM) at the meeting scheduled for January 24, 1985. This suggestion has been brought to the attention of the Chairman of the CAM.