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EBAP/85/65

March 14, 1985

To: Members of the Executive Board
From: The Secretary
Subject: Electronic Data Processing (EDP) Support
for Executive Directors' Offices

In the attached memorandum from the Chairman of the Committee on Executive Board Administrative Matters, the Committee recommends amendments to the Guidelines for Electronic Data Processing (EDP) Support for Executive Directors' offices.

In the absence of an objection from an Executive Director by the close of business on Friday, March 22, 1985. The recommendation of the Committee will be deemed approved by the Executive Board and it will be so recorded in the minutes of the next meeting thereafter.

Att: (1)

Other Distribution:
Department Heads

March 14, 1985

To: Members of the Executive Board

From: Mohamed Finaish, Chairman
Committee on Executive Board Administrative Matters

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

1. At its meeting on February 28, 1985, the Committee on Executive Board Administrative Matters considered proposed amendments to the Guidelines for Electronic Data Processing (EDP) for Executive Directors' Offices (EB/CAM/85/10, 2/22/85; EBAP/85/15, 1/18/85; EBAP/85/15, Supplement 1, 1/23/85).

2. The Committee agreed that the entitlement for word processors should be raised from one to two for each Executive Director's office, and for dual Executive Directors' offices it should be increased from two to three. It was suggested that, in view of the wide range of supplementary equipment and software that could be added to the word processors, it would be desirable to adopt some overall ceilings on expenditures for such equipment for each office. Within those ceilings there should be some flexibility to provide additional screen terminals or personal computers in lieu of stand-alone word processors. However, neither specific cost ceilings nor further definitions of the equipment that could be provided under the general entitlement were proposed at this time.

3. The Committee noted the plans and cost estimates for developing complex office automation systems outlined in section 3 of EB/CAM/85/10 (2/22/85).

4. At the request of an Executive Director the Committee agreed to postpone until a subsequent meeting discussion on Access to Fund Electronic Data Processing Systems and the proposed amendment to the section of the Guidelines dealing with this matter (section 2 of EBAP/85/15, Supplement 1, 1/23/85).

5. The Committee recommends that section 1 of the Guidelines for Electronic Data Processing (EDP) Support for Executive Directors' Offices, set out in EBAP/83/307, (12/12/83), should be amended to read as follows:

"1. Word processing equipment

Each Executive Director's office would be entitled to two word processors and each dual Executive Director's office would be entitled to three word processors. Currently the Fund finds it necessary to limit the choice of word processing equipment to four products: IBM Displaywriters,

Lexitrons, NBI's and CPT's. The limitation on the choice of equipment is necessary to ensure that compatibility and technical support can be generally maintained while still permitting some degree of flexibility. Requests for word processing equipment should be directed to the Executive Board Services Unit which will coordinate with the Bureau of Computing Services in advising offices on the equipment best suited to meet their needs.

Executive Directors' offices may substitute a personal computer or additional screen terminals for one of the stand-alone word processors to which they are entitled, provided that the cost of that equipment would not exceed the cost of the word processor for which it would be substituted."