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05

EBAP/85/66

March 14, 1985

To: Members of the Executive Board
From: The Secretary
Subject: Staffing of Executive Directors' Offices

The attached memorandum from the Chairman of the Committee on Executive Board Administrative Matters contains recommendations concerning the staffing of Executive Directors' offices.

In the absence of an objection from an Executive Director by the close of business on Friday, March 22, 1985, the recommendations 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: Staffing of Executive Directors' Offices

1. At its meetings on August 2, 1984, January 24, 1985 and, February 28, 1985, the Committee on Executive Board Administrative Matters considered the staffing of Executive Directors' offices. The Committee agreed to recommend to the Executive Board that ad hoc requests for temporary additional positions or for temporarily changing the status of existing positions in Executive Directors' offices should be considered in light of criteria of the kind suggested by the staff in section 2 of EB/CAM/85/9 (2/14/85). These criteria should be used flexibly as general indicators and other criteria found relevant and reasonable by the Committee should also be used as appropriate. One possible additional criterion mentioned was the amount of paid overtime worked in Executive Directors' offices. Among other comments about the criteria were (i) if the number of Executive Board discussions of country items were used as a criterion, a period of at least two years should be adopted to allow for fluctuations in the timing and frequency of such discussions; (ii) the number of hours spent discussing country items in the Executive Board was not a reliable indicator of the workload involved for the Executive Directors representing those countries; (iii) if the frequency of travel were used as a criterion, it should be interpreted with caution in that infrequent travel could be indicative of work pressures which made it difficult for Executive Directors and their staff to undertake all the travel that was necessary.

2. The Committee also agreed to recommend that the procedures suggested by the staff in section 3 of EB/CAM/85/9 (2/14/85) should be adopted with minor amendments. The amended procedures are set out in the attachment to this memorandum.

3. The Committee recommends that:

- (a) ad hoc requests for temporary additional positions or for temporary changes in the status of existing positions in Executive Directors' offices should be considered in light of the criteria referred to in paragraph 1 above;
- (b) the procedures referred to in paragraph 2 above should be adopted;

- (c) temporary additional positions for an advisor in the office of Mr. Alfidja and for an advisor in the office of Mr. Nimatallah should be established, each for a period *not exceeding two years, beginning from April 1, 1985.*

Att: (1)

Procedures for dealing with ad hoc requests for additional temporary positions and for temporary changes in the status of existing positions in Executive Directors' offices

- (a) All requests for temporary additional positions and temporary changes in the status of positions will be submitted to the Chairman of the Committee on Executive Board Administrative Matters (CAM) with a written explanation of the reasons for the request and the length of time that the need would last.
- (b) On the instructions of the Committee Chairman, the staff will prepare a brief paper containing relevant indicators to facilitate consideration of each request. Each paper will also include information on the cost implications of approving the request.
- (c) Each request will be placed on the agenda for a meeting of the CAM. In considering requests, the Committee will take into account the criteria suggested in section 2 of EB/CAM/85/9 (2/14/85) and any other criteria that the Committee may find relevant and reasonable.
- (d) The Committee will submit its recommendations on each request to the Executive Board for approval on a lapse-of-time basis.
- (e) Approval for temporary additional positions and for temporary changes in the status of positions will be for a maximum period of two years.
- (f) As with all other appointments to positions in Executive Directors' offices, appointments to temporary additional positions will be at the pleasure of the Executive Director concerned.
- (g) The Committee will conduct periodic reviews of the implementation of the policy on temporary additional positions and temporary changes in the status of positions. It will report to the Executive Board on its findings not less than once every twelve months.